



THE UNIVERSITY of
NEW ORLEANS

Policy No: AP-AA-22.2
TITLE: Faculty Workload
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CANCELLATION:
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ADMINISTERED BY: Office of Vice
President for Academic Affairs

PURPOSE

The primary purposes of this document are to 1) ensure that the professional effort of each faculty member is full time; 2) allow flexibility to recognize different forms of work performed by faculty members; 3) establish balance among research/scholarship/creativity, teaching, and service; and 4) provide guidelines for determining the appropriate value of various scholarly efforts and service as a basis for performance evaluation.

The University of Louisiana System requires that “each person employed as a full-time instructional faculty member shall be assigned a minimum of 24 semester hours, or its equivalent, of instruction in organized undergraduate classes each academic year.” The System further allows for graduate teaching, administrative duties, research, and other activities as acceptable forms of equivalent effort.

The University of New Orleans requires all full-time faculty members, whether instructional or in rank, to fulfill the equivalent of a 24 semester hour load per academic year. The balance of duties between teaching, research/scholarship/creativity, administration, service, and other duties shall be defined and enforced by each academic department with the approval of the respective dean and the Provost. Part-time faculty members will have a pro-rated workload based on their percent of full-time effort. As academic non-instructional faculty with fiscal year appointments, the workload expectations and responsibilities for Library faculty are defined by their position descriptions and do not include a teaching load requirement. Along with performance, their assigned responsibilities include research and service.

This policy applies to faculty members at the level of department chair and below. Deans and faculty members in administrative appointments will be subject to separate workload policies.

AUTHORITY

Part Two, Chapter III, Section IV of the bylaws and rules of the University of Louisiana System.

GENERAL POLICY

Departmental Responsibilities

- 1) Each chair of an academic department is charged with developing discipline-relevant guidelines for determining workload equivalents. Such guidelines should be ratified by a vote of the faculty members in that department. Subsequent approval by the relevant dean and the Provost will officially recognize the department's workload frameworks.
- 2) Chairs are responsible for annually determining workload assignments for each faculty member and ensuring compliance. Chairs must also report workload assignments annually to their respective deans, who will subsequently report to the Provost.
- 3) Each department chair shall develop an annual faculty evaluation framework that incorporates compliance with the UNO Workload Policy and the university Annual Evaluation Policy. Departmental evaluation frameworks should be ratified by each department and approved by the respective dean and the Provost.

PROCEDURE

Guidelines for Developing Departmental Workload Frameworks

- 1) Faculty in rank are expected to contribute in all three areas described below. The relative contribution of each area to the overall full-time effort will vary from faculty member to faculty member, but must always total the equivalent of a 24 credit hour per academic year effort.
 - a. Research. This area includes research, scholarly work, and creativity as defined and accepted in the relevant discipline. The credit hour equivalence of any research activity must be evaluated within each department on an annual basis and compared against the standards developed within that department and approved by the dean and Provost. These equivalencies should be in line with current practices in the discipline. The process of this evaluation shall be determined by the faculty of each department with approval of the relevant dean and Provost. Examples of research effort that may be given workload credit include:
 - i. Preparation and publication of scholarly works (books, peer reviewed journal articles, etc.)
 - ii. Presentation of research or scholarly work at regional, national or international meetings or the equivalent in a relevant discipline
 - iii. Preparation, performance, exhibition, and publication of creative works (poetry, novels, music, sculpture, painting, film, video, theater, etc.)
 - iv. Supervision of graduate students (in departments where such supervision is considered part of the faculty member's research duties)
 - v. Service as chair of thesis or dissertation committees (in departments where such supervision is considered part of the faculty member's research duties). Where appropriate, service as a non-chair member of such committees may also receive workload credit.

- vi. Preparation and submission of research proposals
 - vii. External funding and oversight of grants and contracts
 - viii. Preparation of patents and participation in technology transfer
 - ix. Other efforts deemed relevant by the department and discipline
- b. Teaching. The normal expectation is that each faculty member teaches a minimum of 3 credit hours per semester unless compelling circumstances warrant otherwise and the respective chair, dean, and the Provost concur. The workload effort for lecture courses will generally be equal to that of the course credit hours. Teaching of laboratory courses will also be weighted in this manner. For lecture or lab courses whose credit hour value varies from the workload effort, the department chair will adjust the workload effort accordingly. Adjustments up or down are possible, but each must be justified in accordance with the department's workload framework. Examples of situations where an adjustment is appropriate include:
- i. Large lecture courses can be given higher workload credit than the course credit hour equivalent.
 - ii. Team-taught courses will be pro-rated based on effort.
 - iii. Multiple sections of laboratory that consolidate effort by the supervising instructor may be counted as a workload equivalent of less than the credit hour value.
 - iv. Credit may be given for course and/or program development, which may include teaching of a course for the first time.
 - v. Workload equivalence for service learning courses will be evaluated according to the effort and impact of the program.
 - vi. Supervision of graduate students (in departments where such supervision is considered part of the faculty member's teaching duties)
 - vii. Service as chair on thesis or dissertation committees (in departments where such supervision is considered part of the faculty member's teaching duties). Where appropriate, service as a non-chair member of such committees may also receive workload credit.
 - viii. Other unusual circumstances can receive adjustments provided appropriate justification is provided.
 - ix. On line courses are treated as equivalent to on site courses. Appropriate adjustment can be made when the workload exceeds typical values.

c. Service. Routine activities, such as advising students, holding office hours, supervising undergraduate research, and service on small departmental committees are deemed part of the normal duties of faculty members and do not warrant specific workload credit. Faculty members are expected to have a significant presence on campus, including involvement in departmental activities and interaction with students. During academic appointments, office hours must be scheduled on a weekly basis for a total of 6 hours over three separate days per week. Office hours must be published. Exceptions must be approved by the department chair. Service to greater extent can be awarded workload credit. Example activities include:

- i. Service as department chair (normally equivalent to 12 credit hour equivalent per year)
- ii. Service as associate department chair (normally equivalent to 6 credit hour equivalent per year)
- iii. Service as graduate or undergraduate coordinator with substantial time commitment (normally equivalent to 6 credit hour equivalent per year)
- iv. Service as chair of major campus-wide committee (e.g., President of the Faculty Senate)
- v. Other relevant service that advances the university as determined by the department chair with oversight of the dean and Provost

2) The workload of instructional faculty (instructors, professors of professional practice, and full-time artists in residence) will be comprised of teaching and such service as is approved by the department chair and dean. Workload equivalencies will be determined according to the guidelines provided above for faculty in rank.



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