



THE UNIVERSITY of
NEW ORLEANS

Policy No: AP-AA-22.4
TITLE: Faculty Workload
EFFECTIVE DATE: July 1, 2014*
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Spring 2023

ADMINISTERED BY: Office of the Provost
and Senior 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 a 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 member¹ 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, creative and scholarly work, and other activities as acceptable forms of equivalent effort.

The University of New Orleans (UNO) requires all full-time faculty members 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. 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 may include a teaching load requirement. Along with performance, their assigned responsibilities may include research, creative and scholarly activity, and service.

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

¹ There are three types of appointments to the faculty at the University of New Orleans: tenure and tenure-track, non-tenure track (time-limited, e.g., full-time instructors, Professors of Professional Practice), and special (time-limited) appointments. For faculty appointments and the type of appointment see AP-AA-21.

AUTHORITY

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

GENERAL POLICY

Departmental Responsibilities

Each Chair of an academic department/school (hereinafter, department) is charged with developing discipline-relevant guidelines, in consultation with department faculty members, for determining workload equivalents. Such guidelines must be approved by the relevant Dean and the Provost.

Chairs are responsible for determining workload assignments for each faculty member and ensuring compliance. Each semester, Chairs must furnish a list of all tenured, tenure-track, full-time instructors and professors of professional practice and their workload to the college Dean no later than five (5) working days after the census. The report from the Chairs shall include a list of all full-time faculty (i.e., tenured, tenure-track, full-time instructors, and professors of practice), their course load for the semester, and an explanation of each course release (buy out); if any. Workloads of less than 12 credit hours per semester would require an explanation, which may include Chair assignment, funded research, unfunded research, teaching a new course, developing a new course or program, Chair/Dean/Provost special assigned duties, teaching a large course, to just name a few (also see the teaching section of this document). Deans will submit a workload report to the Provost no later than ten (10) days after the census.

Chairs must also report workload assignments of the current year annually, no later than a week after the spring commencement, to their respective Deans, who will subsequently report to the Provost, no later than 1 June. This annual report will clarify any changes to the workload after the census.

Each department Chair shall lead the development of an annual evaluation framework. Each department Chair shall lead the development of an annual framework that aligns with the Faculty Senate Reappointment, Tenure, and Promotion (RTP) Document, the UNO Workload Policy, and the University Annual Evaluation Policy.

PROCEDURE

Guidelines for Developing Departmental Workload Frameworks

1. Tenured and Tenure-track faculty are expected to contribute in all three areas: Teaching, Research, Scholarly and Creative Activity, and Service.² 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.

² Please also see Faculty Senate document on Reappointment, Promotion and Tenure (RTP)

Teaching. Effective teaching requires that faculty members reflect on their teaching practices and assess their impact on student learning. Thoughtful, deliberate efforts to improve one's instructional effectiveness are expected of all faculty members. Effective teaching also requires that faculty members engage in professional development activities associated with digital instruction, inclusive classroom environment and instructional practices, and varied assessment methods. The University of New Orleans encourages teaching innovation and proactive delivery methods, including when appropriate and desired, stacking duties.

Faculty Teaching Expectations:

- Teach 24 semester hours per year or its equivalent, if full-time instructional faculty. Part-time faculty members will have a pro-rated workload based on their percent of full-time effort.
 - The workload effort for lecture courses will generally be equal to that of the course credit hours.
 - Laboratory courses will be weighted as the course credit hour plus one (1).
 - 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:
 - Large lecture courses can be given higher workload credit than the course credit hour equivalent.
 - Team-taught courses will be pro-rated based on effort.
 - Credit may be given for course and/or program development, which may include teaching of a course for the first time.
 - Workload equivalence for courses with a civic engagement component will be evaluated through consultation with the director of the Experiential Learning and Community Engagement (ELCE) and the program's effort and impact.
 - Supervision of graduate students (in departments where such supervision is considered part of the faculty member's teaching duties).
 - Service as Chair on thesis or dissertation committees (in departments where such supervision is considered part of the faculty member's teaching duties).
 - Other unusual circumstances can receive adjustments if appropriate justification is provided.
- **Online courses** are treated as equivalent to on-site courses. Appropriate adjustments can be made when the workload exceeds typical values.
- Syllabus and faculty contact information should be visible in Moodle, no later than the first day of the start of academic contract for fall semester and no later than three (3) working days before the first day of spring semester classes (or any special session), regardless of course delivery method.

- Meet all scheduled classes for the allotted class minutes. If faculty must be absent from class because of illness or other emergencies, or because they are attending a professional meeting or participating in other approved activities, the chair of the department should be informed so that arrangements can be made for someone else to meet the class. Whenever possible, faculty should schedule a make-up class.
- Submit textbooks requests by published deadline.

Research, Scholarly, and Creative Activity. 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 college on an annual basis and compared against the standards developed within that college. Department specific credit hour equivalence may be allowed with a written approval of the college Dean and the Provost. These equivalencies should be in line with current practices in the discipline. Although these equivalencies must be updated regularly, it would be prudent to minimize drastic changes from year to year. The process of this evaluation shall be determined by the faculty of each department with approval of the relevant Dean. Examples of research effort that may be given workload credit include:

- Preparation and publication of scholarly works (books, peer reviewed journal articles, etc.).
- Presentation of research or scholarly work at regional, national or international meetings or the equivalent in a relevant discipline.
- Preparation, performance, exhibition, and publication of creative works (poetry, novels, music, sculpture, painting, film, video, theater, etc.).
- Supervision of graduate students (in departments where such supervision is considered part of the faculty member's research duties).
- 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.
- Preparation and submission of research proposals.
- External funding and oversight of grants and contracts.
- Preparation of patents and participation in technology transfer.
- Other efforts deemed relevant by the department and discipline.

Service. Routine activities, such as supervising undergraduate research, advising students, and holding office hours. 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. Office hours 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. Service to the university, the professional field or discipline and to the broader community is a key element of the faculty mission. Public service may include work for professional organizations and local, state, federal or international agencies and institutions. It must relate to the basic mission of the university and capitalize on the faculty member's special professional expertise.

Service to a greater extent can be awarded workload credit. Example activities include³:

- Undergraduate coordinator with a substantial time commitment
- Service as Chair of a major campus-wide committee (e.g., President of the Faculty Senate)
- Service as student ombudsperson
- Other relevant service that advances the university as determined by the department Chair with approval of the Dean and Provost

The workload of instructional faculty (non-tenure-track (time-limited) appointments and special (time-limited) appointments will be comprised of teaching and such service as is approved by the department/school Chair and Dean. Workload equivalencies will be determined according to the guidelines provided above for faculty in rank.



John W. Nicklow
President
University of New Orleans

**Policy Updates:
Revisions: 01/25/2021
10/1/2020
02/29/2020
11/19/2019*

³ Course release policy for department/school Chair and Associate Chair are outlined in [AP-AA-23](#).