



## Faculty Workload Policy

Policy #:	AA003.2
Policy Type:	University
Responsible Executive:	Provost
Responsible Office:	Academic Affairs
Originally Issued:	June 2, 2014
Latest Revision:	February 23, 2023
Effective Date:	February 23, 2023

### I. Policy Statement

Teaching is not the only component of a faculty member's workload, as research, creative activities, and service to the institution are integral and necessary duties that faculty perform. This fact is recognized within [UL System policy](#), which states that the typical workload expectations for faculty will include all of these components commensurate with the mission of each institution. While this policy has a mandate that each faculty member be assigned a minimum of 24 semester credit hours of undergraduate instruction, or its equivalent, each academic year, it anticipates exceptions and adjustments, such as higher teaching minima for faculty who are engaged in instructional activities only, and allowance of lower instructional assignments for scholarly activities and other factors such as "special accreditation requirements, nature of the subject taught, number of different preparations, number of students taught, level of course (undergraduate, graduate, or mix) other special assignments, etc." The System policy also expects the instructional component of faculty to be lowered for performing specific duties other than instruction (ex. administrative, research, etc.).

Due to the diversity of programs at ULM, developing a workload policy that fits every school and discipline is beyond challenging; thus, faculty workload should be defined at the school level and approved by the Dean and Provost. This policy defines the process for creating such policies.

### II. Purpose of Policy

Because of the critical role of faculty in the achievement of the University's mission, it is in the best interest for the long-term success of the University to develop a fair and equitable faculty workload policy. Additionally, it is well understood that because of the diversity of programs throughout the University, the variety of delivery methods (in-class, online, labs, clinicals, seminars, team-taught classes, performance-related classes, and differing class sizes), and other faculty responsibilities, as well as external guidelines and expectations related to specific accreditation requirements, it is challenging to develop a workload policy that fits every situation across campus. It makes the most sense for faculty workload to be defined at the unit level, which is currently the school.

There are, however, a set of guiding principles that are important for the development of the Faculty Workload Policy:

- The educational needs of students and the achievement of the University mission statement must be a priority.
- A workload policy must provide a systematic, yet flexible, method of determining tangible faculty work effort and provide support to school directors in the faculty evaluation process.
- The workload policy ensures that no single faculty member experiences a greater workload burden without recognition of that greater burden and justification for same.

- The workload policy provides guidelines for a fair and equitable assignment of workload for all faculty members.
- The workload policy provides a consistent means of reporting faculty workload which is closely tied to faculty development and evaluation.

Equitable workload policies recognize and respect the demands that activities place on a faculty member's time, and are designed to best utilize each faculty member's individual strengths. Additionally, faculty workload should be in the best interest of the University to help support achievement of the University's vision, mission, and long-term strategic goals.

### III. Applicability

This Policy is applicable to all full-time faculty.

### IV. Definitions

**Unit** - For this policy, a "Unit" is considered a school residing within a college.

**Unit Head** - For this policy, a "Unit Head" will refer to the School Director.

### V. Policy Procedure

#### **ULM Workload Criteria**

In alignment with the ULS guidelines and in support of ULM's mission, ULM defines faculty workload activities in three broad categories of Teaching and Teaching-Related Activities, Scholarly Activities, and Service.

#### **Teaching and Teaching-Related Activities**

The primary duty of most faculty at ULM is the teaching and instruction of students. Because of the demands of the different disciplines, this activity can occur through a variety of methods: traditional face-to-face classes, asynchronous online classes, internships, seminars, practicums, labs, studios, and thesis/dissertation oversight, to name a few. This variety of instructional means that it is impossible for a single policy to be created for determining the teaching portion of each faculty member's workload and have it work to the benefit of all disciplines across campus. Therefore, it is incumbent upon each school and college to develop a teaching load policy appropriate to their course delivery methods and accreditation needs. This policy must be approved by the school director, the dean of the college, and the Provost.

For those schools and colleges without a teaching load policy, the default will be 12 hours of student credit hours, or its equivalent, each semester (24 per year) for tenured/tenure-track faculty and 15 student credit hours, or its equivalent, each semester (30 per year) for Instructors.

#### **Scholarly Activities**

This area is broadly defined as a wide array of activities that contribute to the advancement of knowledge, understanding, application, problem solving, aesthetics, and pedagogy in the communities served by the University. Much like with teaching and teaching-related activities, the demands and expectations of the different disciplines represented at ULM makes it impossible to define a single set of expectations for workloads in this area.

While all faculty are expected to work in a scholarly fashion, what is defined as an acceptable artifact of scholarship (ex. traditional journal publications, conference presentations, artistic creations and performances, etc.) for the different ranks will be defined in each school's workload policy and tenure and promotion criteria. At a minimum, all faculty are expected to dedicate 5% of their time (equating to 2 hours per week) towards intellectual and scholarly activities.

### **Service**

Faculty provide a variety of valuable and impactful service activities both within and outside of the University. To support faculty governance, student organizations, policy development, and many other external forms of service, all faculty members are expected to perform some level of service. Included in this category is professional, university, and community service as it relates to one's position at ULM. At a minimum, each faculty member should dedicate 5% of their time (equating to 2 hours per week) towards service activities.

### **Assignment of Workload Expectations**

While the workload policy for each school and college will likely be different, it is acknowledged that the distribution of effort among these three areas of activities will vary among faculty of the same unit, as each faculty member plays a different role in the operation of the unit. However, the distribution of effort should always balance the scholarly and intellectual activities and service interests of individual faculty members with their responsibility to deliver academic programs of high quality and meet the needs of the University. This variation in the distribution of faculty effort is desirable because it allows optimization of faculty contributions to professional and institutional goals.

As previously stated, the workload policy will be implemented at the level of each unit by elaboration of a written policy description appropriate to that unit with the approval of the Unit Head, the Dean of the College, and the Provost. Unit-level policies must be uniformly applied to all faculty. Each faculty member's fulfillment of the workload requirements should be linked to the annual faculty evaluation, and used in the processes of pre-tenure review, consideration for promotion and tenure, and post-tenure review. On an annual basis, in conjunction with the faculty evaluation process, a written workload plan for the ensuing year should be produced jointly by the faculty member and the Unit Head. Unit-level policies should also account for ways to deal with workload modifications that arise in the course of an academic year. The Unit Head is responsible for gathering input from the faculty on the most appropriate level of workload for a particular activity.

Workload expectation adjustments for an individual faculty member must be documented and a written justification submitted by the Unit Head to the Dean of the College for review, approval, and inclusion in the workload document.

## **VI. Enforcement**

The Provost is responsible for the enforcement of this policy.

## **VII. Policy Management**

The Provost is the Responsible Executive for the management of this policy. The Provost or his/her designee will be the Responsible Officer in charge of maintaining and disseminating it.

## VIII. Exclusions

Exclusions to this policy must be approved by the appropriate dean and the Provost

## IX. Effective Date

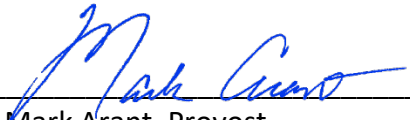
This Policy will become effective on the date signed by the University President.

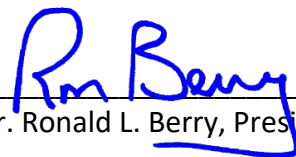
## X. Adoption

This policy is hereby adopted on this 23<sup>rd</sup> day of February 2023.

Recommended for Approval by:

Approved by:

  
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Dr. Mark Arant, Provost

  
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Dr. Ronald L. Berry, President

## XI. Appendices, References and Related Materials

N/A

## XII. Revision History

Initial approval date of the policy: May 3, 2017

Revised: February 23, 2023 revision completely replaces the previous policy.