

# College of Business Workload Policy for 9-month faculty

## **Purpose**

The purpose of the workload policy is to provide guidance for the assignment of responsibilities of faculty members in the College of Business. This guidance is intended to provide parameters to department heads and individual faculty members for the assignment and expectations regarding these assignments with respect to teaching, research, and service responsibilities.

## **Policy**

The standard teaching load of Florida Atlantic University faculty members is fifteen credit hours per nine months and is appropriate for faculty members who maintain a level of sustained scholarly and creative activity, and who have active service commitments within the College, University, or profession. All College of Business faculty members are expected to maintain currency in their field through a program of scholarly and creative activity. This minimum scholarly and creative activity is intended to enhance the faculty member's teaching and it is therefore expected that this shall be evaluated as part of a faculty member's overall assignment.

This load may be reduced or increased, however, consistent with the intensity of the faculty member's research program and the degree of service to the university, college, department, and/or profession. The teaching load of an individual faculty member may be adjusted, as deemed appropriate by the department's head and the department's policy for:

- Research activity and production;
- Instructional assignments requiring extraordinary teaching (e.g., teaching at multiple campuses or teaching large lecture sections); and/or
- Significant service assignments approved by the college.

Given that a course is assumed to require 10 hours of effort per week, offsetting activities should require a comparable amount of time and effort for each course reduction or increase. In the case of course reductions, department heads should refer to the criteria for excellence in the College's general guidelines for evaluation.

## **Specific guidance**

Department head shall make adjustments to teaching assignments from the fifteen credit hours per nine months to reflect research, teaching, and service. Faculty members can request a reduction in teaching load based on anticipated research or service commitments valued by the university. Assignments other than 15 credit hours per nine months are to be approved by the dean or the senior associate dean. Though each department head may choose to adjust assignments as appropriate to meet the

instructional needs of the department and other resource constraints, the following is a guide to such adjustments:

- An assignment of less than fifteen credit hours is appropriate for a faculty member who has an exceptionally active, ongoing research program and who has recent, demonstrated excellence in research productivity. Such a faculty member would have an active service commitment within the College, University, or profession.

- An 18-credit hour assignment is appropriate for a faculty member who has a modest research program with demonstrated production of research in refereed journals. Such a faculty member would have an active service assignment which would be insufficient to offset the higher teaching assignment.

- A 21-credit hour assignment, while exceptional, is appropriate for a faculty member who does not have an ongoing, active research program beyond the minimum expected to maintain currency for instructional purposes. Such a faculty member would have an active service assignment which would be insufficient to offset the higher teaching assignment.

- A faculty member who performs exceptional service to the university, the college, the department, or the profession may have a course reduction of three or six hours per nine months, depending on the extent of the service commitment.

Each department determines what is considered to be an active research program, excellence in research, and exceptional service.<sup>1,2</sup> Each department head shall make teaching assignments considering the department's definition of excellence in research, exceptional service, class size, teaching location, and any other factors that may affect a faculty member's efforts in teaching, research, and service.

1 Examples of service to the profession include serving as an editor for a refereed journal, serving as an elected officer in a professional organization in one's field, and arranging a program for a professional conference. Examples of service to the university or college are serving as a member on an accreditation committee. Faculty must work with department heads in determining appropriate service commitments.

2 Each department shall develop specific guidelines for measuring service, consistent with the Florida Statute 1012.945(1) provision "In determining the appropriate hourly weighting of assigned duties other than classroom contact hours, the universities shall develop and apply a formula designed to equate the time required for non-classroom duties with classroom contact hours."