

College of Technology Workload Assessment

Preamble

It is the goal of this document to achieve equity and fairness in faculty workload within the College of Technology. The University handbook provides no quantitative measures for many activities that faculty are expected to perform, especially in regard to scholarship and service. In order to achieve equity across the College, this document quantifies many activities in terms of workload units.

Intended Use

It is the responsibility of the department chairpersons and the faculty to negotiate workloads that will fulfill the mission and meet the needs of faculty, departments, and the College. Workload units may be used as a tool to facilitate these negotiations.

Limitations

No relationship between workload units and compensation is stated or implied by this document.

This document is intended to complement the COT Promotion and Tenure Standards and shall not invalidate or subvert any of those standards.

Abbreviations

COT = College of Technology
 WU = Workload Units
 CCH = Course Credit Hours

Undergraduate Lecture Courses On-Campus

| CCH | Workload Units | | | | | | | |
|------|----------------|-------|-------|---------|---------|---------|---------|-------------|
| 1 | 1.0 | 1.2 | 1.4 | 1.6 | 1.8 | 2.0 | 2.0 | 2.0 |
| 2 | 2.0 | 2.3 | 2.6 | 2.9 | 3.2 | 3.5 | 3.8 | 4.0 |
| 3 | 3.0 | 3.5 | 4.0 | 4.5 | 5.0 | 5.5 | 6.0 | 6.0 |
| Size | less than 60 | 60-79 | 80-99 | 100-119 | 120-139 | 140-159 | 160-179 | 180 or more |

For faculty supervision of an undergraduate class officially designated by the College of Technology as taught by a graduate assistant, the workload unit value is 0.1 for each course semester hour.

Undergraduate Laboratory Courses On-Campus

The following table is based on courses that are taught in a dedicated laboratory facility and that have additional contact hours for every course credit hour.

| <u>Enrollment</u> | <u>Workload Units</u> |
|-------------------|-----------------------|
| Fewer than 10 | WU = CCH + 0.5 |
| 10-29 | WU = CCH + 1.0 |
| 30-39 | WU = CCH + 1.5 |

Undergraduate Lecture Courses Distance-Delivery

| CCH | Workload Units | | | | | | | |
|------|----------------|-------|-------|-------|-------|-------|-------|------------|
| 1 | 1.0 | 1.2 | 1.4 | 1.6 | 1.8 | 2.0 | 2.0 | 2.0 |
| 2 | 2.0 | 2.3 | 2.6 | 2.9 | 3.2 | 3.5 | 3.8 | 4.0 |
| 3 | 3.0 | 3.5 | 4.0 | 4.5 | 5.0 | 5.5 | 6.0 | 6.0 |
| Size | Less than 20 | 20-29 | 30-39 | 40-49 | 50-59 | 60-69 | 70-79 | 80 or more |

Undergraduate Laboratory Courses Distance-Delivery

| CCH | Workload Units | | | | |
|------|----------------|-------|-------|-------|------------|
| 1 | 2.0 | 2.2 | 2.4 | 2.6 | 2.8 |
| 2 | 3.0 | 3.3 | 3.6 | 3.9 | 4.2 |
| 3 | 4.0 | 4.5 | 5.0 | 5.5 | 6.0 |
| Size | Less than 20 | 20-29 | 30-39 | 40-49 | 50 or more |

Masters Courses On-Campus

| CCH | Workload Units | | | | |
|------|----------------|-------|-------|-------|------------|
| 1 | 1.5 | 1.7 | 1.9 | 2.1 | 2.3 |
| 2 | 2.5 | 2.8 | 3.1 | 3.4 | 3.7 |
| 3 | 3.5 | 4.0 | 4.5 | 5.0 | 5.5 |
| Size | Less than 20 | 20-39 | 40-59 | 60-79 | 80 or more |

Masters Courses Distance-Delivery

| CCH | Workload Units | | | | |
|------|----------------|-------|-------|-------|------------|
| 1 | 2.0 | 2.2 | 2.4 | 2.6 | 2.8 |
| 2 | 3.0 | 3.3 | 3.6 | 3.9 | 4.2 |
| 3 | 4.0 | 4.5 | 5.0 | 5.5 | 6.0 |
| Size | Less than 20 | 20-39 | 40-59 | 60-79 | 80 or more |

Ph.D. Courses

Ph.D. courses

$$WU = CCH \times 2.0$$

Thesis or Graduate Project Committees

For serving on a student committee, workload units are assigned when the student enrolls on a basis of 0.3 WU per semester for each student.

For chairing a graduate student committee, workload units are assigned when the student enrolls on a basis of 0.5 WU per semester for each student.

Dissertation Committees

For serving on a dissertation committee, workload units are assigned when the student enrolls on a basis of 0.5 WU per semester for each student.

For chairing a dissertation committee, workload units are assigned when the student enrolls on a basis of 1.0 WU per semester for each student.

Advising On-Campus

Faculty members are expected to assume a minimum amount of academic advisement responsibility for students majoring in their discipline. The following workload units apply to undergraduate and graduate advising:

| <u>Number of Advisees</u> | <u>Academic year</u> | <u>Summer Session</u> |
|---------------------------|----------------------|-----------------------|
| 21-40 | 1.0 | 0.5 |
| 41-60 | 1.5 | 0.75 |
| 61-80 | 2.0 | 1.0 |
| 81-100 | 2.5 | 1.25 |
| 101-120 | 3.0 | 1.5 |

Department Chairpersons may excuse new faculty from advising responsibilities.

Distance Advising

The following workload units apply to undergraduate and graduate advising:

| <u>Number of Advisees</u> | <u>Academic year</u> | <u>Summer Session</u> |
|---------------------------|----------------------|-----------------------|
| 21-40 | 1.2 | 0.7 |
| 41-60 | 1.7 | 0.95 |
| 61-80 | 2.2 | 1.2 |
| 81-100 | 2.7 | 1.45 |
| 101-120 | 3.2 | 1.7 |

Curriculum Development

The following WUs are in addition to WUs for teaching:

| | |
|--|-----|
| Teach an existing course for the first time | 0.5 |
| Develop a new on-campus course | 1.0 |
| Develop a new distance-delivery course | 2.0 |
| Coordinate curriculum revision for a program | 2.0 |

Laboratory Management

Laboratory duties are in addition to instruction. The COT recognizes that some semesters may be more time intensive than others due to repairing existing equipment, installing new equipment, etc. Therefore, department chairs are encouraged to assign faculty to manage laboratories for the long term in order that the *average* time required will be fair and equitable.

| | |
|---------------------------------|-----|
| Manage a dedicated laboratory | 0.5 |
| Create or renovate a laboratory | 1.0 |

Department or Program Service

| | |
|------------------------------------|-----|
| Serve as a program coordinator | 0.5 |
| Coordinate outcomes assessment | 1.0 |
| Coordinate a reaccreditation visit | 1.0 |
| Coordinate a conference | 1.0 |

University Faculty Senate

| | |
|----------------------------|-----|
| Chairperson | 6.0 |
| Secretary | 5.0 |
| Executive Committee Member | 4.0 |
| Vice Chairperson | 1.0 |
| Parliamentarian | 1.0 |
| Member | 0.5 |

University Faculty Senate Standing Committees

Workload units for *Curriculum and Academic Affairs*, *Faculty Economic Benefits*, and the *Graduate Council* are as follows:

| | |
|---------------------------|-----|
| Chairperson and secretary | 3.0 |
| Committee member | 1.0 |

Workload units for *Academic Affairs*, *Faculty Affairs*, *Faculty Dismissal Hearing*, *Research Committee*, *Student Affairs*, and *Arts Endowment* are as follows:

| | |
|---------------------------|-----|
| Chairperson and secretary | 0.4 |
| Committee member | 0.2 |

University Committees

University committees are as follows: *Affirmative Action*, *All-University Court*, *Commencement*, *Convocations*, *Environmental Safety*, *Parking and Traffic*, *Personal Safety*, *Registration*, *Student Financial Aid*, *Student Life*, *Student Publications Board*, *Teacher Education*, *University Archives*, *University Athletics*, *University Leaves*, *Dreiser Research and Creativity Awards*, *Caleb Mills Teaching Awards*, *Distinguished Service Awards*, *Promotion and Tenure Oversight*, and special (ad hoc) committees.

| | |
|---------------------------|-----|
| Chairperson and Secretary | 0.4 |
| Committee Member | 0.2 |

COT Faculty Council

| | |
|-------------|-----|
| Chairperson | 1.0 |
| Secretary | 1.0 |
| Member | 0.2 |

COT Committees

College of Technology Committees are as follows: *Academic Affairs*, *Faculty Affairs*, *Graduate Affairs*, *External Affairs*, *Student Affairs*, *Promotion and Tenure*, and special (ad hoc) committees.

| | |
|---------------------------|-----|
| Chairperson and Secretary | 0.4 |
| Committee Member | 0.2 |

Search Committees

| | |
|-------------|-----|
| Chairperson | 1.0 |
| Member | 0.1 |

Department and Program Committees

| | |
|---------------------------|-----|
| Chairperson and Secretary | 0.2 |
| Committee Member | 0.1 |

Professional Service

| | |
|---|-----|
| Serve as chairperson, president, secretary, or treasurer of a professional organization related the faculty member's expertise at the local, regional, national, or international levels. | 0.4 |
| Serve as a committee member or editorial board member of a professional organization related to the faculty member's expertise. | 0.2 |

Research/Scholarship/Creativity

In order to qualify for workload credit, a creative project must receive some form of peer recognition. Any ambiguities shall be negotiated with the department chairperson.

| | |
|---|---------|
| Publish one paper in a peer-reviewed journal or proceedings | 3.0 |
| Develop an external research grant proposal | 3.0 |
| Publish one paper in a non-peer-reviewed journal or proceedings | 1.0 |
| Make a peer-reviewed presentation at a conference | 1.0 |
| Develop an internal research grant proposal | 1.0 |
| Make a non-peer-reviewed presentation at a conference | 0.5 |
| Receive recognition for a creative project | 0.5-3.0 |

Extracurricular Activities

| | |
|---|-----|
| Coach one student competition team | 1.0 |
| Serve as advisor or board member for one student organization | 0.5 |

Consulting

Workload credit shall be negotiated with the Dean and the department chairperson.

*** END OF DOCUMENT ***