

**COLLEGE OF TECHNOLOGY**  
**FACULTY WORKLOAD POLICY**  
**(DRAFT OCT 2024)**

**I. POLICY STATEMENT**

Idaho State University is committed to an equitable distribution of Faculty Workload, as is the College of Technology. Transparent measures and processes are in place that offer flexibility but at the same time require accountability. Faculty Workload is based on these core principles:

**Equity:** Each member of a unit is offered a fair balance of professional opportunities and obligations appropriate to his/her appointment.

**Flexibility:** Individual workload distributions are guided by unit-wide norms, but also reflect the different strengths, interests, and circumstances of different Faculty members.

**Credit:** Workload measurement recognizes all of each Faculty member's professional contributions.

**Transparency:** Units clearly communicate the criteria, measures, and procedures that guide Workload distribution, and share documented Workload information openly among Faculty.

**Accountability:** Faculty are responsible for fulfilling their assigned Workload obligations, and administrators are responsible for assigning Workloads that are fair to Faculty and fulfill the mission of the unit.

The total Workload of a given Faculty member is divided among (1) Instruction (2) Scholarship/Creative Activity/Research (3) Service and (4) Administration (sometimes), to a total of 15 Workload Equivalency Units each semester. Criteria for defining Workload areas, assigning Workload credit to specific activities, and assigning Workload distributions to individual Faculty are set by the Department Chairs and Faculty of the Unit and approved by the Dean. Faculty are evaluated in the context of their assigned Workload distributions.

The overriding intent of this policy is that a full-time Faculty member's assignment in Instruction, Scholarship/Creative Activity/Research, Service, and Administration shall not exceed or result in less than a full-time effort.

## II. DEFINITIONS

A. Administration: Workload category describing tasks related to the supervision of other Faculty and the oversight of programs. Roles bearing Administrative Workload include, but are not limited to: Department Chair/Co-Chair, Program Coordinator, Program Director, Director/Coordinator of Clinical Education, and other faculty with administrative duties.

B. Faculty: All Faculty appointments described by ISUPP 4050 Academic Rank and other Appointments.

C. Instruction: Workload category encompassing the teaching, supervising, and training activities that fulfill the academic mission of a Faculty member's unit and discipline. These activities include, but are not limited to, advising, supervision, direction of students' scholarly works such as projects, clinical experiences, and other activities necessary for students to complete degree and program requirements.

D. Scholarship: Workload category associated with scholarly work, creative activity, and research. Such work includes, but is not limited to: original investigation and discovery, translational research, the development of improved technologies, creative performance, original composition and academic writing, the investigation and improvement of pedagogy, and the interpretation and integration of knowledge. The College of Technology also recognizes additional activities as scholarly and creative work as identified in the College of Technology's Rank & Promotion Policy.

E. Service: Workload category associated with Service delivered in a professional capacity to the College of Technology, the University as a whole, the academic discipline, and broader communities. Such contributions fall into two (2) primary categories:

1. *Professional Service*: Allocated for activities including, but not limited to: Serving on committees and councils at the University, College, and Department levels; Serving professional societies and organizations in one's discipline; Serving in a professional capacity when addressing public and community needs; Advising student organizations; Formally mentoring other Faculty; Delivering academic advising at the program level; and Recruiting.

2. *Clinical Service/Live Work*: Performed by Faculty who have professional practice responsibilities such as providing client services as part of their assigned Workload.

F. Workload: All assigned and required duties of a Faculty member.

G. Workload Equivalency Unit (WEU): A measure of Faculty effort equivalent to 1/15 of a semester's total Workload, and corresponding to approximately  $\frac{1}{3}$  of a working day

each week. Three (3) WEU roughly correlates to a 3-credit course with associated preparation, delivery, student support, and grading responsibilities.

H. Student Instructional Hour (SIH): The number of hours spent in contact with students teaching or supervising. Faculty are assigned 25-30 hours of contact with students weekly (typically five days a week, six hours a day) for the primary purpose of instruction which may include lecture, lecture/laboratory, laboratory, or clinical assignments.

I. Unit: A Department within the College of Technology.

### **III. AUTHORITY AND RESPONSIBILITIES**

This policy will be subject to periodic review and revision by the College of Technology. This review must take place every 5 years, or at the time when revisions to the University's Faculty Workload Policy are made. The Faculty Workload Policy must be ratified by a vote of Faculty according to the established voting procedures of the College, and approved by the Dean and the Provost/Vice President for Academic Affairs.

### **IV. PROCEDURES TO IMPLEMENT**

#### ***A. Delegation of Responsibilities***

The principles and procedures in this document are consistent with the principles and procedures in the University's Faculty Workload Policy, as well as reflect the unique needs and obligations of our own Faculty.

The College's Workload Policies and Procedures:

1. Apply uniformly to all Faculty members of a unit.
2. Describe a procedure for arriving at and documenting any Workload expectations differing from unit defaults.
3. Describe a mechanism to share individual Workload assignments (at minimum, the WEU assignments of all Faculty) within the unit.
4. Link the annual Workload description to the annual Faculty evaluation.
5. Establish criteria for equitable distribution of Instructional course releases.
6. In accordance with the processes articulated hereafter, award credit to aspects of Instructional Workload not encompassed by the 3:3 course

teaching load.

7. Award meaningful credit for Departmental, College, University and Professional Service.

### ***B. Total Workload Expectations***

Full-time Faculty on 9-month contracts are assigned 30 Workload Equivalency Units (WEU) each contract year, typically 15 each in Fall and Spring semesters. Workload assignments for Faculty on 10, 11 or 12-month contracts and for part-time Faculty are proportional to those for full-time 9-month Faculty (e.g., 12-month Faculty shall be assigned 40 Workload units per year).

### ***C. Workload Distribution for Tenured and Tenure-Track Faculty***

The College of Technology hires only non-tenured track faculty. Workload distribution for tenured faculty does not apply.

### ***D. Workload Distribution for Non-Tenure-Track Faculty***

Workload is typically distributed among Instruction, Scholarship/Creative Activity/Research, and Service. Some Faculty may also be assigned Administrative Workload.

Workload distribution for Non-Tenure-Track Faculty does vary with the type of appointment, and will depend on expectations described in offer letters, position descriptions, and contracts of these Faculty.

The College of Technology utilizes 2 methods to determine Workload: (1) WEU (Workload Equivalency Units) and (2) SIH (Student Instructional Hours). (SEE Section F “Quantifying Workload” below.) Utilizing both of these methods is necessary due to the diverse instructional environment within the College.

Workload areas are determined annually by the Department Chair after considering input from the Faculty member. The College Dean is responsible for oversight of the Departmental allocation of WEU within the College. No Faculty member will be assigned a Workload distribution that conflicts with promotion and tenure expectations or other fixed evaluation standards. Concentration of Faculty effort in one area of work to the near-total exclusion of other areas, except as dictated by specific Faculty appointments, is discouraged. Deviations from these norms at the College, Departmental, or individual level may be justified in situations, including, but not limited to the following cases: (1) Course buy-outs and restructuring (2) Position description or employment contract.

Workloads for full-time, 9-month positions must still total thirty (30) WEU annually.

### ***E. Alternative Contracts/Special Situations***

ISU recognizes that some Faculty members have contractual obligations that differ from the standard Faculty contracts outlined above. Center directors, dual appointments, research or outreach affiliations are examples of these kinds of special situations. With these appointments, it is the responsibility of the Faculty member and their reporting chain (i.e., Chair, Dean, Provost, etc.) to negotiate Workload obligations which deviate from those listed above.

### ***F. Quantifying Workload***

Workload is assigned prior to the beginning of each semester and submitted to the Dean's office by the 15th day after classes begin.

#### WEU Model

One WEU generally equates with one semester credit hour of teaching and related Instructional activity. It is recognized that some courses may require Instructional effort that does not equate with the semester credit hours associated with the course, and that Instructional loads may be assigned that support but are not reflected in classroom Instruction and credit-hour based courses (e.g., overseeing the activities of learning environments such as labs, health clinics, etc.). It is expected that within each Unit (Department), the Faculty and Department Chair will establish a list of Instructional activities and will propose WEU/credit hour equivalencies for such activities in order to adequately quantify this Instructional effort. These activities and their equivalencies must be approved by the College Dean and the Office of the Provost. Once approved, these equivalencies will become part of the standard WEU/credit hour calculations for the Unit and applied to Faculty Workload assignments when WEU/credit hours of Instruction are being calculated and reported. Evaluation of the ongoing appropriateness of such equivalencies shall occur:

- 1) At least every five (5) years;
- 2) When significant curricular revision has significantly impacted the nature of the Instructional effort associated with such an equivalency; or
- 3) At the request of the Department Chair, College Dean, or Provost.

Faculty are assigned to 15 WEU per term for a total of 30 units per year, over nine (9) months, exclusive of summer term. For each contracted month beyond nine (9) months, a unit load factor of 3.33 is added. Underloads and overloads

between terms may be balanced to reach the 30-unit total. Workload is assigned to Instruction, Scholarship/Creative Activity/Research, Service, and Administration (when appropriate).

The maximum number of units assigned for Service is two (2), unless approved by the Department Chair and the Dean's office. Professional Service does not include activities for which the individual has been compensated. Additionally, Faculty are expected to schedule five (5) office hours each week outside the classroom and be available to students during the specified hours.

Faculty pursuing tenure or promotion to the rank of Assistant Professor, Associate Professor, or Full Professor will be assigned Scholarship/ Creative Activity/Research units.

### SIH Model

Student instructional hours is defined as the number of hours spent in contact with students teaching or supervising. Faculty are assigned 25-30 hours of contact with students weekly (typically five days a week, six hours a day) for the primary purpose of instruction which may include lecture, lecture/laboratory, laboratory, or clinical assignments. Programs scheduled with back-to-back classes in a day-long format will use the Student Instructional Hour model. There may be variations in the number of hours due to programming needs and scheduling requirements. Student enrollment is also considered in the workload calculation. For example, some programs have established a maximum enrollment number based on the nature of the program, the capacity of the facility, etc. Hours per week and enrollment are considered when assigning load. The Student Instructional Model includes 25-30 hours of student instruction (contact). In addition to these contact hours, there are 5 office hours and time necessary to set up and take down labs, fulfilling the requirements of a complete work week. To convert SIH into WEU, divide assigned hours of contact per week by 2.

If the Faculty member's instructional workload does not meet the 25-30 hour requirement, workload may be assigned for major program and curriculum revisions, accreditation activities, professional service, or similar activities in consultation with the Department Chair. In addition to these hours, Faculty are expected to be available to students by appointment and/or through regularly scheduled office hours. They are also expected to be involved in program development, improvement activities, and new and innovative teaching methods. Faculty are expected to engage in back-to-industry activities and to keep up on current trends. Professional Service is expected and is generally accomplished outside assigned Instructional hours.

Workload activities are categorized below. Activities that naturally bridge multiple categories may only be assigned to one category to prevent being counted multiple times.

**1. Instruction Workload:**

Workload can be quantified based on activities including, but not limited to:

- a. Providing instruction and training in a classroom or lab setting
- b. Conducting skills assessments
- c. Preparing for on-line and hybrid courses
- d. Developing and teaching new web-based courses, if time is available
- e. Major program revision or major program development
- f. Teaching a Special Topics Course, if time is available
- g. Independent Study
- h. Setting up and supervising internships, externships, and clinicals
- i. Assignments in other Programs
- j. Supplemental Instruction
- k. Team and Turn Teaching

**2. Scholarship/Creative Activity/Research Workload:**

Workload can be quantified based on hours devoted to activities including, but not limited to:

- a. Composition and publication of technical reports, scholarly articles, books, or creative works
- b. Preparation and delivery of technical or scholarly presentations
- c. Development and acquisition of patents
- d. Design and execution of basic and applied research, including supervision of a research team
- e. Organization of professional scholarly and creative events
- f. Preparation and submission of grant proposals and establishment of other partnerships supporting research, scholarship, or creative work

- g. Fulfillment of grants (including administration and management), contracts, and other partnerships aligned with research, scholarship, and creative work
- h. Enhancement and maintenance of ISU's infrastructure supporting scholarship (including setting up new facilities)
- i. Scholarly and artistic presentations serving and engaging the community
- j. Major program revision

### 3. **Service Workload:**

Service Workload is typically quantified based on the hours dedicated to specific activities, and is divided into two (2) categories - Professional Service and Clinical/Live Work.

*Professional Service* - Activities including, but not limited to:

- a. Serving on committees and councils at the University, college, and department level
- b. Serving professional societies and organizations in one's discipline
- c. Serving in a professional capacity when addressing public and community need
- d. Advising/involvement in student organizations
- e. Formally mentoring other Faculty
- f. Delivering academic advising at the program level
- g. Recruiting

*Clinical Service/Live Work* - Activities including, but not limited to:

- a. Providing client services as part of his/her assigned Workload

### 4. **Administrative Workload:**

Administrative Workload will be allocated by the Department Chair in consultation with the Faculty member, and approved by the College Dean. Administrative activities include, but are not limited to:

- a. Preparing for and participating in accreditation visits and program reviews
- b. Ongoing maintenance of standards
- c. Supervising clinics, internships and externships



Department Chairs and Co-Chairs who also teach are assigned Administrative Workload. Program Coordinators are either assigned Administrative Workload OR receive a stipend for Coordinator duties.

### ***G. Workload Documentation***

Each Faculty member's Workload distribution must be quantified and reported according to College policy as part of the annual Faculty evaluation process, wherein the Faculty member's activities and accomplishments must be evaluated in the context of their Workload. Workload expectations for the following calendar year will also be addressed within the evaluation cycle, and policies must describe the means to document any adjustments to those expectations over the course of the year.

Any Faculty Workload assignment differing from defaults described by College policy or individual Faculty contracts must, having been determined with the input of the Faculty member, be documented within the annual Faculty evaluation or in other writing that becomes part of the Faculty member's official record.

Major discrepancies between intended and actual Workload distributions must be addressed within the evaluation process and may factor into adjustment of responsibilities. The purpose of this review cycle is to align Workload assignments with the mission of the College, the role of the Unit (Department) within that mission, and the Faculty member's professional goals.

Colleges shall report Workload annually to the Office of the Provost.

### ***H. Adjustments to Faculty Instructional Workload***

1. Instructional Course Releases/Course Substitutions
  - a. An Instructional Course Release, also known as a Course Substitution, permits a Faculty member to have a reduced teaching load during their normal academic year appointment. In other words, the Faculty member is released from part of their teaching obligation in order to direct that portion of their Workload efforts toward other agreed upon activities. Some examples of such activities might include, but are not limited to:
    - i. Professional/scholarly development activities (significant course or grant proposal development or sponsored activities not fully funded)
    - ii. Administrative appointments (Department Chair, Department

Co-Chair, Program Coordinator)

iii. Service activities (Accreditation Liaison)

iv. Institution-wide grant fulfillment or administrative responsibilities (e.g., directing ISU interests in multi-University initiatives or consortia, needed releases when grant funding is insufficient to accommodate buy-outs) (SEE IV.H.2)

b. Instructional Course Releases do not relieve the Faculty member from other responsibilities to the College or University such as advising, serving on committees, or participating in Departmental business. Faculty members are expected to continue to be in residence and carry out their other duties during a term in which they have a course release/course substitution.

c. The College Dean, in consultation with the Department Chairs and Faculty of their College, create the criteria for awarding Instructional Course Releases/Course Substitutions. Such criteria will reflect the principles articulated at the beginning of this policy, including the equitable pursuit of research opportunities across the University. In order to better support and reflect our commitment to Faculty and research, the College will create an equitable framework for granting Instructional releases for Faculty engaged in research mentorship activity. Similarly, releases for serving in Departmental and College level administrative positions (Department Chair, Department Co-Chair, Program Coordinator) will be equitable across the College.

d. Instructional Course Releases/Course Substitutions that are not justified by Administrative service require a financial commitment on the part of the Department, College, or University to cover the cost of replacing the Instruction the Faculty member would otherwise engage in. For each course released/substituted, the amount of this commitment shall be at least the equivalent of the department's standard adjunct Faculty compensation for one course and may be more if the cost of securing replacement instruction is higher than the standard adjunct rate.

e. Awarding an Instructional Course Release/Course Substitution requires that the individual fulfill all applicable criteria as established by the College. Instructional Course Releases/Substitutions require the approval of the Department Chair and the Dean, and shall be submitted for review to the Provost. At all levels, a Course Release shall be awarded in accordance with the principles articulated at the beginning

of this policy, including ensuring the equitable distribution of such releases within and across Units.

f. Instructional Course Releases must not impede the ability of the Department to deliver their curriculum and meet student needs.

g. One Course Release may support activities particular to one semester, or an accumulation of effort across multiple semesters within a reasonable time period.

## 2. Course Buy-Out

a. Supporting grant funded research is a significant institutional priority. In general, the below guidelines shall be followed in an effort to support such research while also ensuring that:

- i. Research opportunities are able to be pursued equitably by all research Faculty across the University; and
- ii. A mechanism for doing so in a fiscally responsible and sustainable way can be achieved.

In accordance with the above, Faculty members may request a Course Buy-Out in order to work on a sponsored grant or externally funded project. In general, the corresponding percentage of the person's appointment is charged directly to the awarded grant/project budget during the term of the course buy-out. In effect, the grant/project "buys" the Faculty member's released time so the equivalent amount of effort can be spent working on the grant/project activities.

Course Buy-Out requests shall be accommodated unless compelling demonstrable instructional, clinical, or other needs of the department dictate otherwise.

### b. Guidelines for Course Buy-Outs

- i. Faculty members requesting Course Buy-Outs shall collaborate with their Department Chair to ensure that the scheduling of a Course Buy-Out will not impede the Department's ability to deliver the programmatic curriculum.
- ii. Course Buy-Outs for pursuit of external personal or business interests not related to the mission of the college and University shall not be granted.
- iii. The amount compensated by a grant/project shall be consistent with federal grant practice, as well as external sponsor and Office for Research practices.

iv. In general, the Course Buy-Out shall, at a minimum, cover the cost of hiring a replacement to offer the course (e.g., an adjunct instructor). A portion of the Course Buy-Out amount is expected to be used for funding other related Instruction expenses.

v. Buy-Out of Instruction does not release Faculty members from performing their Scholarship/Creative Activity/Research or Service obligations on behalf of the College or the Faculty member's Department.

vi. The Provost's Office is responsible for delineating and publishing the process for requesting a Course Buy-Out.

#### **I. *Workload Restructure***

Variations that do not reduce the overall academic yearly Instructional Workload in totality but seek to restructure it (e.g., to a 2:4 rather than 3:3 distribution) are permissible upon petition with the support of the Department Chair, Dean, and Provost. Such requests shall be accommodated unless the instructional, clinical, or other needs of the department dictate otherwise.

#### **J. *Workload Conflicts***

Faculty who are unable to informally resolve objections to a Workload assignment have recourse through ISU's grievance process outlined in ISUPP 4041 *Grievance Procedures for Institutional Faculty*.