



Southeastern Louisiana University Faculty Workload Policy

Document History

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Policy Statement

Southeastern Louisiana University's Faculty Workload Policy provides standards and guidelines for the workload expectations of full-time and part-time faculty. The policy covers all types of faculty appointments, with an emphasis on the most common: tenured/tenure-track, instructor, and lecturer. Across the different types of faculty appointments, faculty workload assignments allow for a balance of assignments consistent with the University's mission. Faculty workloads consist primarily of teaching but include a variety of tasks including but not limited to research, scholarship, and creative activity; instructional support; curriculum design, development, and evaluation; identification and assessment of appropriate student learning outcomes; student advising; campus presence and institutional, professional, and professionally-relevant community service.

Purpose of Policy

Faculty workload is not easily quantifiable since faculty responsibilities are not confined to the typical workweek, to the operating hours of the university administrative offices, or to the university campus. The Faculty Workload Policy describes standard workload expectations to assist department heads and deans in setting faculty loads and responsibilities that allow faculty to accomplish the quality and quantity of work for which they were employed. The policy helps ensure consistency from one department to the next and from one faculty member to the next. The policy also helps ensure faculty resources are effectively employed to support the University's primary instructional mission and to support the variety of work instrumental to accomplishing the University's mission to lead the educational, economic, and cultural development of southeast Louisiana. This policy complies with University of Louisiana System rules (ULS Board of Supervisors Rules: *Rights, duties and Responsibilities of the Academic Staff; Faculty Rank*) and SACSCOC standards.

Applicability

The Faculty Workload Policy governs the workload of full-time and part-time faculty.

Policy

Faculty workload is described primarily in terms of workload credit hours. The normal full-time faculty workload at Southeastern Louisiana University includes 15 assigned workload credits per semester. However, the nature of the overall workload and assignment breakdown depends on the faculty member's type of appointment and time base.

Normal Workloads for Various Types of Faculty Appointments

Tenured/Tenure-Track Faculty

The regular responsibilities and duties of faculty holding tenured/tenure-track appointments include teaching, professional activity (research/scholarly/creative activity, including service to the profession), supervision of undergraduate and/or graduate students (including independent study/independent research courses), supervision of undergraduate and/or graduate projects/theses/dissertations,

curriculum development, participation in the identification and assessment of student learning goals and outcomes, holding required office hours, and service to the university, community, and students (e.g., advising, active support of student activities/organizations). The assigned workload credits for tenured/tenure-track faculty typically consist of 12 credits of teaching and 3 credits of research/scholarly/creative activity per semester. The combination of the teaching assignments, research assignment, and all other responsibilities and duties comprise the full workload of faculty in tenured/tenure-track positions.

Instructors

Instructors are full-time faculty who are hired primarily to teach but who also have service responsibilities to the university and students. They must also hold office hours. Instructors are normally assigned 15 workload credits of teaching per semester.

Lecturers

Lecturers are part-time faculty whose workloads consist of no more than 11 workload credits of teaching. They must hold office hours as well, as approved by their department head.

Visiting Faculty

Visiting faculty appointments are temporary appointments at the rank of professor, associate professor, or assistant professor and are typically assigned 12 workload credits of teaching, 3 workload credits of research/scholarly/creative activity per semester, and have some limited other responsibilities. They must hold office hours.

Scholar/Artist/Writer in Residence

Scholar/artist in residence positions are temporary appointments that may be either full-time or part-time. Scholars/artists in residence may be appointed to teach, conduct research, perform, create, and/or supervise research. Thus, there is no typical workload associated with these positions. If a scholar/artist in residence teaches one or more courses, the assigned workload credits for teaching the course(s) are the same as for any other faculty member who teaches the course(s), and they must hold office hours.

Variations to Normal Workload Assignments

To effectively fulfill the University's responsibilities and achieve its mission, it is sometimes prudent to adjust individual faculty members' workloads. Such adjustments may include replacing one or more teaching assignments with other workload assignments. Such assignments might include administrative duties, unusually heavy academic support or university service roles, extraordinary research/scholarly/creative activity.

Adjustments to an individual faculty members' normal workload for the type of faculty appointment may be made by the University President, Provost, or the faculty member's academic dean. Adjustments proposed by the department head must be approved by the dean and Provost.

Determining Workload Credits

Typically, each assigned teaching workload credit is equivalent to each course credit hour taught (e.g., each 3 credit-hour-course taught would be equivalent to 3 workload credits). However, variations exist for different types of courses (e.g., student contact hours are considered in determining the workload credit for natural science laboratory classes; workload credit for applied music classes are determined by a formula that takes into consideration enrollment and course credit hours). Exceptions to using course credit hours for determining teaching workload credits must be approved by the dean of the course and Provost.

Non-instructional workload assignments are typically made in 3-credit increments. The workload credits associated with non-instructional assignments are based on an estimate of the amount of work involved and its equivalent to teaching one or more 3-credit courses.

Banking of Workloads Across the Academic Year

To achieve 30 workload credits in an academic year, full-time faculty in nine-month positions may be given an additional assignment in the fall semester to compensate for an equally lesser assignment in the spring semester (e.g., an 18-credit workload in the fall and a 12-credit workload in the spring). Full-time nine-month faculty may only bank from the fall to spring semester within an academic year. Twelve-month faculty such as department heads may bank from fall to spring or from spring to summer. Full-time faculty members who bank an assignment from one semester to the next are paid for the normal workload assignment each semester (e.g., 15 workload credits in fall and in spring).

Full Workloads

Full-time faculty workload assignments normally include 15-workload-credit assignments per semester (30 per academic year). However, some course workload credits do not sum precisely to 15 (e.g., fractional course load credits; 1-credit courses) over the course of a semester or precisely to 30 over the course of an academic year.

Overloads

Overloads should be avoided and are justified only by extenuating circumstances such as a sudden resignation or illness of a faculty member and/or an unexpected enrollment demand.

Generally, faculty are in overload status when their total assigned workload is equal to 16 or more workload credits. An overload assignment of more than 1 credit/contact hour must be approved by the dean and the Provost. Overloads are compensated in accordance with the University's current overload pay scale. Typically, faculty members receiving course release(s) for a service assignment or an additional research assignment do not receive teaching overload compensation.