

GUIDELINES FOR DETERMINING FACULTY WORKLOADS AND REPORTING REQUIREMENTS AND STAFFING PROFILE

Middle Tennessee State University recognizes and supports the important work that faculty members do in and outside of the classroom to benefit students, academic disciplines, the University, and the community. It is essential that each of MTSU's academic units ensure workload equity while also maximizing the efficient use of teaching, research/creative activity, and service resources. In support of that commitment, the following workload guidelines provide details regarding faculty workload expectations and describe the relationship between workload and the staffing profile that is used to inform decisions regarding staffing needs. These guidelines will assist department, college, and university decisions related to the fair and prudent allocation of faculty workload and are designed to maximize the amount of time instructional faculty in various roles spend in direct contact with students, within research/creative activity, and service obligations, and with reallocations to other activities in support of the university's mission. These guidelines are sufficiently flexible to enable both faculty and administration to facilitate the university's teaching, research/creative activity and service missions.

Policy Governing Faculty Workload

Middle Tennessee State University (MTSU) Policy 800 (General Personnel) states that "All full-time personnel, including faculty, shall be required to devote a minimum of 37.5 hours per week to MTSU and shall maintain appropriate office hours as determined by the President. The President is authorized to use flexibility, as appropriate, in determining the structure of the workweek for faculty to recognize variations from traditional instructional formats such as afforded by online instruction, distance education, or other unique methods of instructional delivery. Calculation of the 37.5 hour week shall follow such standards as put in place by the President." Academic year appointments include no obligation for or guarantee of summer session employment.

Within the requirement of a minimum of 37.5 hours per week, faculty are required to carry a full work load, which shall be fifteen (15) workload units (WU), per term. Fifteen WU represents 100% of a faculty member's load. It is often easiest to equate effort reporting to a pie chart that shows how an individual's total time is reasonably distributed across all possible activities during a reporting period. Together, effort on all assigned activities should add up to fifteen (15) WU.

Allocation of faculty time to various functions (e.g., instruction, mentoring, administration, research/creative activity, service, etc.) falls within the responsibility of the Provost. Allocations of non-instructional assigned time should reflect the mission, goals, and needs of the University.

Definitions

Below are definitions of terms referenced in these guidelines:

- Banking of Instructional Load– when a faculty member carries an unpaid, overload one semester (i.e., over 15 WU) and less than a full load (less than 15 WU) in the other, thus banking/averaging the load over two semesters
- Census Date – the 14th calendar date from the beginning of classes, including the day on which classes begin, for spring and fall terms
- Contact Hour (CH) – the number of instructional hours of face-to-face contact between faculty and students per week. This number is calculated based on the beginning and ending times of a course (minutes) multiplied by the number of days per week the course is taught and divided by 55 minutes
- Course Reduction – a reduction in the instructional load to allow time to work on non-instructional activities
- Credit Hour (CR) – the credit value of a course provided a student
- Faculty Workload – the entirety of a faculty member's duties for the relevant period
- Independent Study – student works independently with minimum oversight by the instructor

- Instructional Load – the portion of the faculty workload spent on direct instruction and instructional activities
- Instructor of Record – the person who delivers the majority of the course content and maintains grading authority. Must be listed as primary instructor.
- Non-Instructional Assignment – an approved reassignment of duties from teaching for a defined period of time in order for a faculty member to pursue a project involving research/creative activity, service, or academic administration
- Online Instruction – Course delivery via technology that does not require students to travel to campus for course
- Overload – a paid workload instructional assignment that exceeds 100% (15 instructional WU for instructor-track or lecturer types or 12 instructional WU for tenured/tenure-track/specialized faculty)
- Relevant Period – time-frame for special duties assigned, typically a semester
- Secondary Instructor – may be assigned to a course to assist with grading or other support functions. Must have faculty credentials on file. Percentage responsibility for teaching is divided by the teaching faculty based upon responsibilities.
- Student Credit Hours (SCH) – course credits multiplied by the number of students enrolled in the course
- Teaching Workload – the portion of the faculty workload spent on direct instruction and instructional activities
- Team-Taught – Courses taught by more than one instructor
- Workload Unit (WU) – A measure of workload credit provided a faculty member for both instruction and non-instructional activity. Fifteen (15) WU are required for full-time faculty per academic term.

Office Hours Requirement

Policies regarding hours during which faculty members are available for conferences with students will be set within individual departments in consultation with the department chair/director. The minimum required number of office hours is five (5) office hours per week for each faculty member. **A department chair may establish a higher number of minimum required office hours based on student need.** Faculty members are expected to establish, post (on the instructor's door and on the syllabus for each course), and maintain scheduled office hours during which they are available to students for conferences and special instruction. Office hour policies are applicable for faculty when teaching in the summer session as well as the regular academic year. Instructors who teach only online courses must establish a timeframe of a minimum of five (5) specified hours during the work-week in which they are available to answer email from students who wish to consult with them. Instructors who teach a combination of online and face-to-face courses must maintain a minimum of five (5) hours during the workweek to be available to counsel students or to answer the email of their online students.

Overview

The assigned work for full-time tenured/tenure-track or specialized faculty consists of a combination of teaching, mentoring, research/creative activity, academic administration, and public/institutional service. Full-time faculty are required to carry a full workload which consists of fifteen (15) WU. The department head, in consultation with each faculty member, determines the individual mix of these responsibilities. MTSU requires that each member of the faculty perform a reasonable and equitable amount of work each year. Both the annual evaluation of faculty and evaluation for promotion and tenure are based on teaching, research/creative activities, service, and other appropriate responsibilities. All faculty members will be evaluated annually. As a part of the preceding academic year annual evaluation of each faculty member, department chairs/directors will plan ahead for the upcoming academic year and discuss faculty workload assignments during the evaluation process. Failure to satisfy the workload assignment

established for the semester may result in an unsatisfactory performance evaluation and/or denial of future reassigned time requests. Faculty may teach 100% hybrid/online courses with approval but are still expected to be on campus to fulfill institutional office hours, research, service and professional development workload requirements.

Tenure-track, tenured and specialized faculty eligible for promotion must be given assignments that provide an equitable opportunity to meet the required university criteria and standards in their departments. When possible, department chair/directors should provide faculty members with at least a two-week notice before making changes to a finalized assignment.

Teaching Load Requirements

Tenured/tenure-track faculty members with an active research agenda will typically teach nine (9) WU per semester. For non-research active, tenured/tenure-track faculty, the maximum teaching responsibility is twelve (12) WU each semester, which is typically reflected as four three-credit hour courses. The remaining three (3) WU are allocated for other “typical” non-instructional activities for which faculty are responsible including maintaining currency in one’s field, mentoring, research/creative activity, and normal department, college, and university service activities, which are inherent in the life and work of a faculty member. However, the precise teaching responsibility of each individual may be adjusted on such things as class size (both small and large), classes that require contact hours exceeding credit hour value of the class, off-campus courses, individualized course offerings such as supervision of student teachers, independent studies, applied instruction in music, etc. Approved workload adjustments by course type are outlined in **Attachment A. Deviations from these approved adjustments are not permitted.** If in some cases a full-time, tenured/tenure-track faculty member does not provide services that justify the granting of any approved reassigned time from teaching, then that person is required to carry fifteen (15) WU of instruction in keeping with the terms of the University’s policy on faculty workloads. All full-time faculty will teach at least one course per semester, unless approved in advance as an exception by the Provost.

Specialized faculty (clinical/professional practice, coordinator, and research-track faculty) will have varying workload assignments based on the needs of the department but should include some instructional responsibilities as required by MTSU Policy 202: Faculty Definition, Roles, Responsibilities, and Appointment Types “full-time personnel whose regular assignments include teaching, research/scholarship/creative activity, and/or service as a principal activity. .” “Principal activity.... shall mean that the person’s regular assignment in the areas of teaching, research/scholarship/creative activity, and/or service must be at least fifty percent (50%) of the total assigned duties.”

The assigned work for other full-time temporary faculty (instructor-track and lecturer) consists of a fifteen (15) WU in instructional activities. Since there are no research/creative activity or service obligations for temporary faculty members, a heavier teaching load is required.

Faculty Compensation for Teaching Credit Courses as an Overload

MTSU Policy 223 establishes the procedure for setting faculty compensation for teaching credit courses as an overload. Full-time faculty are limited to teaching no more than six (6) credit hours as an overload per semester. Faculty acceptance of overload assignments for instruction is voluntary. The minimum rates per credit hour of instruction must be applied when calculating compensation for extra service for full-time faculty or staff teaching credit courses. These pay rates are based upon the rank of the full-time faculty member and are published on the Provost website under *Faculty Compensation for Teaching Courses as an Overload*. The rate per credit hour of instruction refers to the WU credit granted the faculty member for the course which may differ from the credit hour value of the course. Overload pay will only be available for instruction/instructional activities. Faculty members receiving non-instructional course load reductions for research/creative activity or service (above and beyond the usual three (3) WU for “typical” faculty duties) are not eligible to receive teaching overload compensation.

Non-Instructional Assignments

Attachment B provides the structure for determining the allocation of faculty time (WU) to various non-instructional functions via a course-load reduction. It is the responsibility of the department chair/director to see that assignments are made in such a manner as to achieve departmental objectives and to distribute workloads on an equitable basis. Reductions in the instructional load are measured in terms of WU and are determined on a case-by-case basis. Allocations of non-instructional assigned time should reflect the mission, goals, and needs of the institution. Distribution of effort should be generally reported in amounts not less than a .75 teaching load credit (WU) (5% of total 15 credit hour load) Distributions of effort of less than this amount imply a precision that is not generally realistic. Overload pay will not be provided for non-instructional assignments.

Staffing Considerations

The number of student credit hours produced (SCH) by the department is the primary determinant of the number of faculty positions allocated to the department. However, other considerations influencing staffing decisions may include strategic hiring to develop new or niche programs and may provide the rationale for deviating from the staffing profile based solely on student credit hour production.

Guidelines presented in **Attachments A & B** are designed to permit the department chair/director the highest practicable degree of flexibility in making faculty workload assignments. Workload assignments of WU should be determined by the department chair/director and discussed with each faculty member individually. These discussions should take place during the faculty member's annual evaluation period.

Assignment of teaching responsibilities and workloads exceeding fifteen (15) WU is subject to the approval of the college dean and must include either overload pay or "banking/load averaging" WU for future term load reductions. Overload pay is provided only for instructional WU greater than 12 for tenured/tenure-track/specialized faculty or 15 instructional WU for

instructor-track and lecturer faculty appointment types. Faculty members are encouraged to claim any “banked” course reassignment within a reasonable time period, and accruals of three (3) WU must be expended within one academic year from the date that the accrual has reached 3 WU.

Role of the Faculty

Faculty will meet with their department chair/director each spring to discuss their annual evaluation and planned workload for the future academic year. If the faculty member desires to request a non-instructional workload assignment for the upcoming fall and/or spring terms, he/she should complete a Request for Non-Instructional (Reassignment from Teaching) Workload Units (**Attachment C**) and provide a summary of the justification for the request. **This form will remain in the department and a copy should be attached to the annual evaluation to be sent to the Provost.** All requests, including those on an ongoing basis, need to be submitted and approved for each term using this form. Submission deadlines are April 1 for Fall assignments and November 1 for Spring assignments. All faculty approved for non-instructional assignments will report annually on outcomes of the non-instructional time. Failure to do so could result in an unsatisfactory performance evaluation and/or denial of future reassigned time requests. Exceptions to the requirement for this request form are limited to approved leaves of absence, department chair/director administrative assignments, and NIA grants. Recurring administrative or institutional service assignments must be requested and approved once through this approval process. Then, it will only be necessary to request this approval when either the role or the person fulfilling the role changes.

Role of the Department Chair/Director

The department chair/director must balance the needs of the department to ensure that teaching and service loads are equitably distributed among the faculty, allowing research/creative activity and service active faculty adequate time in which to carry out their research/creative activity or service. Simultaneously, the chair/director has to respond to the demands placed upon the department, e.g., the number of general education classes required to be taught, the number

of majors to be supported, number of faculty vacancies to be filled, the number of graduate programs to be supported, the amount of part-time money that is available, and so forth. In balancing the needs of the department, it is appropriate to base teaching loads upon departmental criteria and upon the amount of documented research/creative activity and/or service activity of the faculty member. It is not expected that all faculty will have the same teaching load. Faculty assignments should be equitable but not necessarily identical.

While the department chair/director is responsible for making faculty workload assignments, guidelines must be followed that will assure reasonable consistency in making workload determinations among all departments and among all faculty in individual departments. For tenured and tenure-track faculty, the department chair/director may assign a reduced instructional load up to three (3) WU without approval of the dean. The department chair/director will monitor the workloads of faculty within his or her department or school to ensure compliance with the University's workload policies and provides notice to the respective college dean of all faculty members not in compliance with the University's workload requirement.

Role of the College Dean

The college dean may approve a teaching load reduction of an additional three (3) WU, if recommended by the department chair/director, for faculty who are exceptionally productive in research/creative activity or take on a significant additional responsibility. The dean shall monitor the workload of faculty members in his or her college and the annual departmental faculty evaluations to ensure compliance with university policy and with these guidelines. Further, the dean will be expected to monitor the effectiveness of the use of reassigned time for the college over time.

Role of the Provost Office

The Office of the University Provost is responsible for the development of workload guidelines and associated staffing formula, collection and analysis of workload data, and assurance of comparable workload reporting within and among departments and across college

lines. The Office of the University Provost analyzes workload data to document adherence to policy, establish fair/equitable treatment of faculty in and across department/college lines, approval of overload pay, and for staffing considerations. The Office of the University Provost also periodically updates the policy and related staffing formula as needs arise. The Provost may also approve exceptions to the administration of these guidelines on an as needed basis.

Role of the President

Staffing to meet workload requirements is the responsibility of the University President. New instructional positions are requested by the department chair/directors and deans as a part of the budgetary process and are justified primarily upon student credit hour production (SCH). The University Provost makes staffing recommendations to the President who approves the positions and their funding and authorizes the filling of the positions.

Workload Reporting System

The Faculty Load Module Term Analysis Report is an electronic Banner reporting system that produces a workload report for each faculty member each semester. The Faculty Workload Report consists of two sections: Part A (**Attachment D**) includes a listing of all courses taught by the faculty member in the relevant term as well as a summary of non-instructional WU reported on Part B (**Attachment E**). Part B is designed to record professional activities that will be the basis for the department chair/director's determination of a faculty member's total WU for each semester. Distribution of effort reported on Part B should match the reported distribution of effort recorded in the Banner Faculty Load Module (Part A). Workload Report A requires the approval of the faculty member, the department chair/director, and college dean prior to submission to the Office of the University Provost. Consistent and accurate reporting of all faculty activities is essential.

The Office of the University Provost will work with the Institutional Effectiveness, Planning, and Research Office to develop dashboards to provide transparency of faculty workload within each department on a semester basis. These departmental based dashboards will be viewable

by faculty within the department. An example of a departmental dashboard for workload reporting is included as **Attachment F**.

Relationship of Faculty Workload Reporting System and Allocation of Faculty Resources

Regardless of how a department chair/director may elect to distribute faculty workloads among the functions of instruction, mentoring, academic administration, research/creative activity, and public/institutional service, positions allocated to the departments for those purposes are allocated primarily on the basis of student credit hours produced (SCH). **Attachment G** includes the methodology of the staffing profile used for allocating faculty positions to departments. The Office of the Provost computes the Staffing Profile each term based on the courses offered and the teaching faculty contributing to the SCH production (**Attachment H**). The overall staffing level as determined by the standardized staffing profile will be part of the evaluation process for any request for additional faculty or in times of necessary budget reductions.

List of Attachments

Attachment A – Instructional Workload Adjustment Factors

Attachment B – Non-Instructional Assignments

Attachment C – Request for Non-Instructional Workload Units (Reassignment from Teaching)

Attachment D – *To be developed (Template for Annual Progress Report on Measurable Outcomes for use of Reassigned Time)*

Attachment E – Example of Banner Generated Workload Form

Attachment F – Part B of Workload Report (Required only for Tenured/Tenure Track/Clinical-Professional Practice/Coordinator/ResearchTrack Faculty)

Attachment G – Example of Faculty Workload Dashboards

Attachment H – Methodology for Computing the Staffing Profiles

Attachment I – Example of Staffing Profile

Attachment A

I. Instruction (Part A of Faculty Workload Report - (Banner Generated Form))

A. Organized Classes (Deviations from these approved adjustments are not permitted.)

1. Typical Undergraduate/Graduate/Honors Course

A typical undergraduate/graduate/honors three-hour course will normally constitute three (3) WU, or 20% of a faculty member's workload of fifteen (15) WU. Workload credit includes the preparation, evaluation, and delivery of teaching and training activities for course sections.

Instructional credit would not exceed three WU, or 20%, except as specifically permitted within the following guidelines. Preparations in excess of three regular academic courses per term are strongly discouraged.

2. Courses with Contact Hours in Excess of Credit Hours

For courses in which contact hours are greater than credit hours, such as lab, nursing clinical, and studio courses, additional WU **may** be awarded when it can be demonstrated by the department chair/director that additional contact hours (CH) truly require greater effort on the part of the faculty member.

To adjust the WU of a faculty teaching such a course, the number of contact hours in excess of the credit hours **may** be multiplied by a factor of 0.5 and then added to the credit hour value of the course. For example, a three-credit hour lab/studio course meets for six contact hours each week. The three additional contact hours exceeding credit hours may be

multiplied by a factor of 0.5 and then added to the credit hour value of the course as shown below:

$$6 \text{ Contact Hrs.} - 3 \text{ Credit Hrs.} = 3 \text{ Excess Hrs.} \times 0.5 \text{ Factor} = 1.5 + 3 \text{ Cr. Hr.} = 4.5 \text{ WU}$$

For classes that **require** additional field based work of at least twenty-four (24) contact hours in addition to the on-campus contact hours, the department chair may provide up to an additional one (1) WU.

3. **Classes with High Enrollment**

Since the teaching of a large undergraduate enrollment class (minimum of 50 students) may require increased faculty time and effort, depending on pedagogical methods employed, the department chair/director may approve additional credit for such teaching, weighing such variables as additional preparation required, increased numbers of papers to be read, outside of class assistance provided to students, as well as the amount of assistance available from a teaching assistant(s) or other staff. Not all classes lend themselves to large sections. Where additional credit is warranted, factors greater than one may be used as multipliers. The **maximum multiplier** a chair/director may use for large enrollment/non-traditional pedagogy courses is 2.0. Standardized multipliers for recognizing large undergraduate courses with additional WU are as follows:

- 50 -59 = 1.4
- 60 -69 = 1.6
- 70 -79 = 1.8
- 80 + = 2.0

Based on discipline best practices, courses at the 6000/7000 level will not receive additional WU based on class size.

4. **Classes with Less than Minimum Enrollment**

The minimum number of students normally required for a course to make is: 15 for lower division, 10 for upper division, 8 for master's level, and 6 for doctoral level. When the minimum enrollment levels are not met, department chair/directors should cancel classes with low enrollment and make other arrangements for students. In extenuating circumstances, if a low enrolled course is approved to be offered by the Dean, the WU will be equal to the typical WU for the course. In cases where low enrollment classes become the norm, the dean will work with the department chair/director to correct the problem with course scheduling.

5. **Off-Campus Courses/Dual Enrollment Courses Taught Off-Campus**

The time involved in driving to and from off-campus sites, setting up unfamiliar classrooms, and counseling students may add appreciably to the normal workload of teaching the course on-campus. If the distance traveled and other conditions attending the delivery of an off-campus course justify it, the department chair/director **may** award up to a maximum of 1.25 times the credit of the course for a course taught farther than 25 miles from campus. A second course taught off-campus on the same day and at the same site would not qualify for additional credit. For dual enrollment courses taught off-campus, the department chair/director **may** award up to a maximum of 1.25 times the credit of the course for a course regardless of the distance from campus.

6. Team Taught Courses

For courses taught by more than one instructor, the WU will be divided between the instructors according to the effort expended. In cases where both instructors are in the classroom at the same time throughout the semester and the course is interdisciplinary, the Provost *may* grant, as an exception, full teaching credit to each faculty member. In this case, an exception must be requested through the college dean to the Provost in advance of the applicable term.

Turn teaching is permissible where multiple faculty take turns teaching parts of a course (e.g., five professors each teach three weeks of a course). Faculty receive WU or compensation for only that portion of the course taught.

7. Prescribed Courses

For prescribed courses (K courses), additional WU may be granted if the course contact hours/lab components warrant an adjustment using the factors described in Section A.3. Courses with Contact Hours in Excess of Credit Hours. All prescribed courses will be adjusted using this method.

B. Individualized Instruction Courses

1. Professional Counseling Program

For the professional counseling program practica/internships (COUN 6270; COUN 6920; COUN 6930; COUN 6540), a faculty member may be allowed .75 WU for each student assigned, i.e., supervision of four counseling practicum or internship students would be equivalent to a three (3) WU assignment.

2. **For Residency 1 supervision for all *Ready2Teach* programs in early childhood, elementary, and special education (ECE 4100; ELED 4350; SPED 4210; SPED 4220, MLED 4350)**

A faculty member may be allowed .75 WU for each student assigned, i.e., supervision of four teacher candidates would be equivalent to a three (3) WU assignment.

3. **For Residency 1 supervision for all *Ready2Teach* programs in secondary education (YOED 4020; YOED 4030; YOED 4040; YOED 4050)**

A faculty may be allowed .75 WU for each student assigned, i.e., supervision of four students would be equivalent to a three (3) WU assignment. Faculty who directly supervise Residency I students in a secondary public school are required to be present in the school one full day per week for the duration of the student's assignment and attend and facilitate the weekly three-hour evening seminar.

4. **For Residency 2 (i.e. student teaching) supervision for all *Ready2Teach* programs (ELED 4110; ECE 4110; YOED 4400; SPED 4350; SPED 4320; ELED 5510; YOED 5510; SPED 5260; MLED 4995),**

A faculty member may be allowed .75 WU for each teacher candidate (i.e. student teacher) assigned, i.e., supervision of four teacher candidates would be equivalent to a three WU assignment.

5. **Problems Courses, Practica, Independent Study, Cooperative Education, Service Learning**

Courses which do not lend themselves to traditional classroom or laboratory methods but which must be taught in an individual, tutorial or consultative manner may be credited to the faculty member on the basis of 0.1 WU for each undergraduate SCH and 0.2 WU for each graduate SCH. In no case will individual instruction in a single course generate more teaching load credits than if the course was taught as a regularly scheduled, organized course.

6. **Undergraduate Research**

Faculty leading undergraduate research classes may be provided with 0.2 WU for each SCH.

7. **Internship Supervision**

Faculty supervising internship classes should be provided 0.1 WU for each SCH not to exceed 3 WU per course section, regardless of the credit hour value of the course.

8. **Music**

a. **Private Instruction in Music/Class Instruction of Instruments/Jazz Combos**

Private Instruction - Courses providing private instruction in music ***will provide*** .33 WU per one-half hour of instruction or .33 WU for each enrolled student. Courses providing private instruction in music will provide .67 WU per one hour of instruction or .67 WU for each enrolled student. For junior and partial senior recital courses (MUAP 3800 and 4800), a faculty member is provided .17 WU per student. For the senior recital course (MUAP 4900), a faculty member is provided .34 WU per student. For the graduate recital

course (MUAP 6670), a faculty member is provided .67 WU per student.

- b. Class Instruction of Instruments (Includes Piano with 6-10 students, Guitar with 6 to 20 students, and Voice with 6 to 15 students)** – One credit hour courses designed to provide individualized instruction in applied music in a group setting with 6 or more students, particularly for beginning and intermediate students, and meeting for two contact hours will be calculated for workload purposes as no more than two adjusted WU.
- c. Jazz Combos** – Small jazz ensemble courses with 4 to 8 students awarding one hour of credit will be calculated as two adjusted WU in recognition of the preparatory, rehearsal and performance work required of the faculty member.

9. Thesis/Dissertation Supervision

Graduate thesis or dissertation supervision shall be provided WU credit only to the chairperson of the thesis or dissertation committee. WU credit should be provided at the rate of 0.3 WU per thesis SCH and 0.4 WU per dissertation SCH, depending on the amount of time required by the faculty member for the individual student. Department chairs/directors should monitor individual student progress to limit faculty WU to no more than three (3) WU total for thesis supervision of one master's student or five (5) WU for dissertation supervision of one doctoral student over time. (*NOTE: No additional reassigned time will be provided upon the successful completion of the thesis/dissertation.*)

Attachment B

II. **Non-Instructional Activities (Part B of Faculty Workload Report)**

Note: Part B is not required for full-time temporary faculty teaching 15 WU or adjunct faculty. Part B will be required for each semester for tenured/tenure-track faculty and specialized faculty to record their non-instructional WU.

All tenured/tenure-track faculty are provided three (3) WU for “typical” activities for which faculty are responsible including advising/mentoring, research/creative activity, institutional/public service, other professional service, and academic administrative duties. For tenured/tenure-track faculty, the approved three (3) WU should reflect the duties being performed by the individual faculty member.

The allocation of faculty time with WU to various non-instructional functions such as mentoring, administration, research/creative activity, public service/institutional service should reflect the mission, goals and needs of the institution. WU credit for non-instructional activities is available only to full-time, tenured/tenure track/specialized track faculty. Reductions in the instructional load are measured in terms of workload credits (WU) and are determined on a case-by-case basis.

All requests for teaching workload reassignments shall be initiated by the faculty on the form “Request for Non-Instructional (Reassignment from Teaching) Workload Units” (**Attachment C**). The submission deadline is April 1 for the upcoming fall term and November 1 for the spring term.

In determining the WU for the allocation of faculty time to non-instructional functions, the following clock hour to credit hour conversion should be utilized. The projected equivalency teaching time to be allocated should be determined by estimating the number of clock hours required for the effort/project.

50 clock hours = One WU hour
150 clock hours = Three WU hours
750 clock hours = Fifteen WU hours

It is not necessary to record any activity that is less than .75 WU (or 5% of a 15 WU) as this implies a precision that is not generally realistic. The designation of alternative professional assignments that are deemed equivalent to all or part of a faculty member's teaching load and approved as a work assignment standing in lieu of it requires the approval of the department chair/director. The reporting of WU for non-instructional activity is not intended to reflect all missional activities performed by a faculty member. The Outline of Faculty Data (OFD) is the appropriate tool to reflect all professional activities performed by a faculty member during the course of the year.

NOTE: Overload pay is only provided for instructional WU exceeding 12 WU for tenured/tenure-track faculty or 15 WU for instructor-track/lecturer faculty appointments.

A. Academic Advising/Mentoring

Every faculty member should recognize that a certain amount of mentoring is part of one's work as a professor. Answering students' questions, listening to their concerns and helping them with their class schedules, degree plans and other problems are complements to the classroom and, thus, parts of the ordinary workload. The addition of the college level professional advisors has reduced the need for faculty to serve as active advisors for student scheduling, course selection, etc. However, faculty do fulfill critical mentoring roles for students for career counseling, preparation for graduate school admission, etc.

A department head **may** grant WU for special mentoring programs within a department. WU credit shall not exceed three (3) WU for this function.

B. Academic Administration

The University Provost will determine the workload assignment of a department chair/director for administrative duties. Factors to be considered are the size of and complexity of the department (e.g., number of accreditable programs). Chair/directors, with approval of the dean, may assign WU to faculty members for administrative assignments that directly supplement the teaching function such as, but not limited to, coordinators or directors of academic programs, coordinators of graduate studies, coordinators of laboratories, coordinator of graduate teaching assistants, program review, accreditation studies, etc.). The WU must be defensible as something which clearly supports the mission of the University and which cannot be accomplished through other, more economical means.

The Staffing Profile includes a recognition of the administrative infrastructure needs of each department based upon an average ratio of administrative WU to FTE faculty. Actual reassignment to administrative duties greater than the average ratio apportioned to each department will have a negative impact on the overall staffing needs of the department.

C. Research/Creative Activity

Included in this category are pure and applied research, creative writing, artistic productions (performances, plays, operas, concerts, exhibitions, etc.), books/book chapters, monographs, presentations/exhibitions at conferences/workshops, patents/copyrights, research or technical reports, computer software products, and other scholarly endeavors related to a faculty member's area of interest and expertise. This research/creative activity does not include such activities as reading and experimentation performed primarily as preparation for teaching, which are defined as a part of instruction.

Course load reduction (WU) for performance of superior and distinguished research effort is based on the documentation of research that results in

publication in refereed national or international journals, multiple scholarly presentations at national or international meetings, giving performances or exhibitions in the fine or applied arts, and/or significant contributions to leading student research teams, and/or successful applications for external funding. Examples of such a superior and distinguished research/creative activity agenda include a combination of the following per academic year: continuously having external funding to support research efforts, writing and submitting major grants/contracts which may lead to course buyouts in subsequent years, continuously conducting at least one research study as Principal Investigator (PI) for externally funded research, significant peer reviewed publications (original investigations, review articles, book chapters, work on a book for which there is a contract, serving as a journal editor on a prestigious journal, and artistic productions.)

Tenure-track faculty may receive WU to provide sufficient time to establish their research agenda, as evidenced by grant writing, data generation, publication, establishing collaborations, or other work products appropriate to the discipline.

The workload assignment in any semester will be determined by the department chair/director and will be based on a qualitative evaluation of a faculty member's past productivity, the potential of the proposed work, or the potential to revitalize the faculty member's research record. **The faculty member will make a written progress report at the end of each academic year on the research/creative activity for which WU has been provided.** Copies of significant reviews, critiques, programs, recordings, artistic productions, etc. will be helpful to the department chair/director as he/she makes an assessment.

The continuation of workload assignment for research/creative activity in subsequent semesters will depend upon the extent to which the research/creative activity is productive. Course load reductions for research/creative activity may be

non-funded research supported by state funds (a.k.a."university research"), or research activities that are separately budgeted from research grants/contracts administered by the Office of Research Services. Unless supported by external funding sources, research workloads greater than three (3) WU will require prior approval of the dean and research workloads greater than a six (6) WU will require prior approval of the Provost.

D. Public Service or Institutional Service

1. Public Service (Activities External to the University)

Workload assignments of WU for public service can be made only when such service is an accepted responsibility of the University and is significant in scope. Workload assignments may include (but are not limited to) work with professional associations, governmental agencies, public schools, business and industrial organizations, health services, etc. Workload assignments may not include membership in or ordinary personal involvement with professional organizations, civic clubs, church groups, etc., nor may they include any kind of service for which **extra compensation is paid** the faculty member. The workload assignment in any semester will be determined by the department chair/director and will be based on a qualitative evaluation of a faculty member's past services productivity, the potential of the proposed services, or the potential to revitalize the faculty member's service record. **The faculty member will make a written progress report each semester on the public service for which workload assignment has been provided.** Copies of significant reviews, critiques, etc., will be helpful to the department chair/director as he/she makes an assessment. The continuation of workload assignment for public service in subsequent semesters will depend upon the extent to which the service is productive.

If the department chair/director agrees that a faculty member's service to a recognized group is an accepted responsibility of the University, a workload assignment up to a three (3) WU can be made without other approval. This should be requested by the faculty member using Attachment C. Unless supported by external funds, granting of workload assignments greater than three (3) WU will require the prior approval of the dean. Likewise, public service workloads greater than a six (6) WU will require prior approval by the Provost.

Non-credit instruction may constitute a portion of a faculty member's assigned workload in this category provided the faculty member does not receive extra compensation for this instruction.

2. Institutional Service

a. Instructional Improvement.

Efforts to improve an individual faculty member's courses and/or teaching methodology are considered to be a part of one's normal teaching assignment. A faculty member assigned the task of developing a new academic program or course, or experimenting with new pedagogies or technologies with a view toward departmental implementation *may* be given a workload assignment of up to a three (3) WU.

b. Committee Work or University Activities.

Faculty are expected to participate in appropriate program, division and college level meetings, course and curriculum development, accreditation and program review functions, participation in other essential program duties. Faculty participation in the work of committees is generally recognized as the appropriate mechanism through which faculty contribute to the decision-making processes

of the university. While the value of collective faculty participation in committee work can hardly be overstated, individual participation varies widely from one committee to another depending on the work scheduled by the committee and the level of interest of a given faculty member.

Additional workload credit is limited to the faculty trustee of the Board of Trustees (3 WU) for each semester), presidency of the Faculty Senate (9 WU) for each semester, the Past President of the Faculty Senate, the President-Elect, and the Secretary of the Faculty Senate (3 WU for both fall and spring semesters), and membership on the Liaison Committee (.75 WU). This should be requested using Attachment C.

Faculty members devoting an inordinate amount of time to official university activities (e.g., band, theatre, debate, etc.) may be given WU by the department chair/director. Faculty members working with student groups, which relate to the department or discipline, in an advisory or supervisory capacity, may also be included in this category.

E. New Faculty

Up to three (3) WU credit **may** be given to a newly appointed tenure-track faculty member during the first year of employment for the purpose of developing instructional materials for the courses he/she will teach. Reduced teaching loads should be requested and approved using the Startup Request Form for New Faculty at the time of hire. Non-instructional assignments beyond the first year will follow the workload guidelines and processes including the request form (Attachment C) and required written progress reports each year.

U u o y
k V @ (Reassignment from Teaching) ‡ y
:

7 V Last/First/Middle)	u o u u Clinical/Coordinator/Research k
k h k # h @	Term of Request: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Academic Year

Reason for Non-Instructional Assignment Request (attach additional pages if needed):

Summary of work to be completed:	Measurable Outcome:

Faculty Member Signature: _____ Date: _____

I acknowledge that I am requesting a release from my contractually required teaching load hours to complete the work described above and that I will submit an annual progress report related to the measurable outcomes I have identified.

Approval Signatures Required (Chair/Director only up to 3 WU; Dean required for more than 3 WU; Provost required for more than 6 WU)

Department Chair/Director Date: Academic Dean Date: University Provost Date:

NOTE: All requests must be submitted using this form. Form will be retained by the department for submission with the faculty member's annual evaluation. Recurring academic administration appointments must be approved one time for an individual faculty member.

Submission Deadlines: Fall semester, April 1; Spring semester, November 1

TO BE DEVELOPED - Attachment D

**Template for Annual Progress Report on Measurable Outcomes for Use of Approved
Reassigned Time**

Attachment E

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MTSU

PAGE 5
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Faculty Load Module
Term Analysis Report

College: BA Basic and Applied Sciences /Department: ABAS Agribusiness and Agriscience

Id: M01030982 Name:

Status: AC Active
Category: ASPROF Associate Professor

Home Admin Coll: BA Basic and Applied Sc Home Admin Dept: ABAS Agribusiness and Agriscience
Staff Type: FT Full Time
Workload Rule: FT Full Time

**** College & Department Information ****

Home	College	Department	%
Y	BA Basic and Applied Sciences	ABAS Agribusiness and Agriscience	100

**** Instructional Assignment ****

CRN	SI	Subj	Crse	Sec	Course Title	Sch	Enr	Sess Cred	Genl Cred	Wkload Std	Hours Adj	% Res	Calc Wkld	Contact Weekly	Hours Course	FTE	P	O	Meet Time	Days
86879	01	AGBS	3130	001	Principles of Agr	LEC	30	3.00	90.00	3.00		100	3.00	3.00	3.00	.20	Y		0940-1105	TR
86880	01	AGBS	3130	002	Principles of Agr	LEC	34	3.00	102.00	3.00		100	3.00	3.00	3.00	.20	Y		1300-1425	TR
86881	01	AGBS	4130	001	Agric Price Analy	LEC	29	3.00	87.00	3.00		100	3.00	3.00	3.00	.20	Y		1020-1115	MWF
86882	01	AGBS	4150	001	Agricultural Poli	LEC	21	3.00	63.00	3.00		100	3.00	3.00	3.00	.20	Y		1240-1335	MWF

**** Non-Instructional Assignment ****

Type	Description	Workload	Coll	Dept	TOPS	FTE	Assign	Description
WADV	Academic Advising	0.500				0.033	ACAV	Academic Advising
WDPR	Departmental Research	1.000				0.066	SCEN	Scholarly Endeavors
WPSV	Non Sponsored Professl Service	0.500				0.033	BUIO	Business & Industrial Organ.
WSER	Non Sponsored Inst Service	1.000				0.066	UNCW	University Committee Work

**** Workload Summary ****

Session Credit Hours:	12.000	Instructional Credit Hours:	12.000
Generated Hours:	342.000	Instructional Workload:	12.000
Weekly Contact Hours:	12.180	Non-Instructional Workload:	3.000
Term Contact Hours:	175.600	Total Workload:	15.000
		Term FTE:	1.00

Faculty Member

Date

Department Chair

Date

Dean

Date

Middle Tennessee State University

Part B – Faculty Workload Report (Tenured/Tenure Track/Specialized Track Faculty Only)

Note: Completion of Part B is not required for Full Time Temporary or Instructor Track faculty unless their teaching load is less than 15.00 Workload Units (WU)

Faculty Member Information

Last	First	Middle	Rank

Specialized Track Faculty:			
<input type="checkbox"/> Tenured	<input type="checkbox"/> Tenure Track	<input type="checkbox"/> Clinical/Professional Practice	<input type="checkbox"/> Coordinator <input type="checkbox"/> Research
Department:			

Faculty Workload Unit (WU) Calculation:

Instructional WU - From Part A, Faculty Workload Report

Subtotal Instructional WU: *

Non-Instructional WU - Typical faculty duties (minimum 3.00 hours expected in these areas)

Instructional Support (AINS):

<input type="checkbox"/> Student Mentoring/Advising (ACAV)	
<input type="checkbox"/> New Faculty Course Preparation (FAMP)	
<input type="checkbox"/> Other Instructional Support (OTIS)	<input type="text" value="0.00"/>

Academic Administration (WADM):

<input type="checkbox"/> Accreditation (ACCR)	
<input type="checkbox"/> Chairperson (CHAR)	
<input type="checkbox"/> Coordinator (COAA)	
<input type="checkbox"/> Facilities/Lab/Technology Coordinator (COLB)	
<input type="checkbox"/> Scheduler (SCHD)	
<input type="checkbox"/> Other Academic Administration (OTAA)	<input type="text" value="0.00"/>

Research and/or Creative Activity (AURC):

<input type="checkbox"/> Departmental Research/Creative Activity (OTDR)	
<input type="checkbox"/> Sponsored Grants/Contracts (OTSR)	
<input type="checkbox"/> University Funded Grants (OTUR)	<input type="text" value="0.00"/>

Public and/or Institutional Service (WSER):

<input type="checkbox"/> Institutional Service (ONIS)	
<input type="checkbox"/> Sponsored External Service (OTSS)	
<input type="checkbox"/> Non-Sponsored External Service (OTNS)	<input type="text" value="0.00"/>

Leave of Absence (ALOA):

<input type="checkbox"/> Educational (EDLV)	
<input type="checkbox"/> Military (MILV)	
<input type="checkbox"/> Sick/FMLA (SICK)	<input type="text" value="0.00"/>

Subtotal Non-Instructional WU:

Excess Instructional WU Banked

Banked Instructional WU Expended

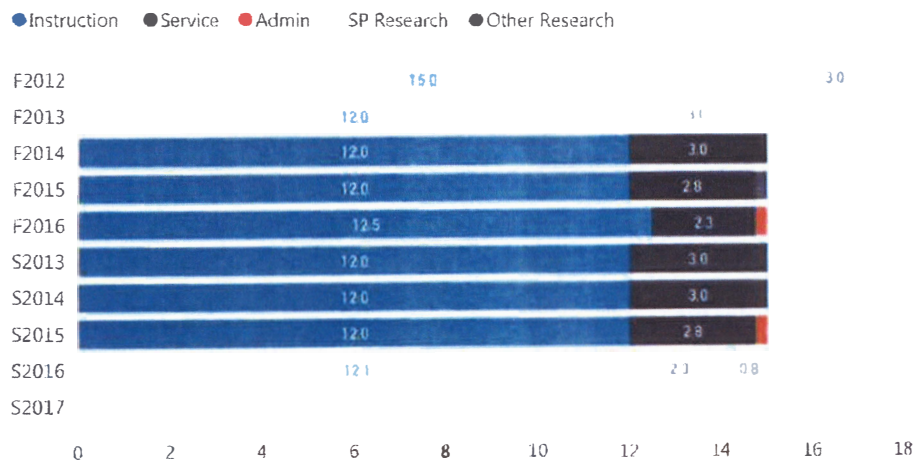
Total WU: **

* Instructional loads greater than 12.00 WU imply an overload to be paid or banked for a future term.

** Total WU (Instructional WU + Non-Instructional WU) must equal 15.00 hours minimum.

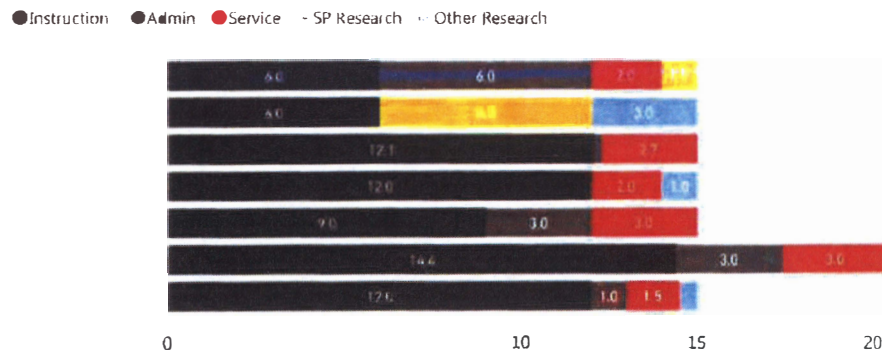
Attachment G

Faculty Workload over Time for an Individual Faculty Member



Faculty Workload by College, Department & Term

Name	Instruction	Admin	Service	SP Research	Other Research	Total
	6.00	6.00	2.00	1.00	0.00	15.00
	6.00	0.00	0.00	6.00	3.00	15.00
	12.10	0.20	2.70	0.00	0.00	15.00
	12.00	0.00	2.00	0.00	1.00	15.00
	9.00	3.00	3.00	0.00	0.00	15.00
	14.40	3.00	3.00	0.00	0.00	20.40
	12.00	1.00	1.50	0.00	0.50	15.00



Attachment H

METHODOLOGY FOR COMPUTING STAFFING PROFILES

Each year the number of faculty positions allocated to a department is based upon the recommendations of the University Provost with the approval of the President. While the allocation may vary with the amount of state appropriations and that portion of the appropriations which is allocated to the MTSU budget for instruction and departmental research, the number of faculty positions allocated to a department is primarily a function of the student credit hours produced (SCH) in the Fall semester.

The basis for computation, subject to change to accommodate changes in funds available, is one faculty position per 375 lower division SCH, one for 310 upper division SCH, one for 187 SCH lower division honors, one for 192 student teaching, and one for 150 for graduate level, 162 for upper division honors course SCH, and 100 for research, thesis, and dissertation SCH adjusted in the following manner:

Labs, studios, clinics, etc. designed and approved for 13 or more students.

Add 1/2 credit hour for each contact hour above the credit hour value of the course. Examples:

1 credit/2 contact hr. = 1.5 credits

1 credit/3 contact hr. = 2.0 credits

3 credit/6 contact hr. = 4.5 credits

Labs, studios, clinics, etc., designed and approved for 12 or less students

Equate contact hours directly to contact hours. Examples:

2 contact hrs. = 2 credits

3 contact hrs. = 3 credits

Private music lessons, internships, and other instruction designed and approved as one-on-one instruction.

Each student will yield 2 SCH per credit hour. Examples:

Each student in 1 credit hour course yields 2 SCH

Each student in 2 credit hour course yields 4 SCH

It is recognized that some departments must be granted exceptions in order to fulfill their approved objectives. The student credit hour (SCH) productivity required to grant these exceptions will be distributed as equitably as possible among other departments.

After faculty positions are allocated, it is the responsibility of the department chair/director to see that assignments are made in such a manner as to achieve departmental objectives and to distribute loads on an equitable basis.

Standard Formula: Assumes 4 class load per faculty

FTE Faculty Earned from SCH Generated:	Level of Instruction	SCH Divisor****	No. Students Per Class Using Revised Divisors
	Lower Division:	375	31.25
	Lower Division/Honors:	187	15.58
	<i>Lower Division Online</i>	300	25.00
	Upper Division:	310	25.83
	Upper Division/Honors:	162	13.50
	<i>Upper Division Online</i>	300	25.00
	<i>Graduate (Masters, including online):</i>	150	12.50
	<i>Graduate (PhD, including online):</i>	100	8.33
	Student Teaching	192	16.00
	<i>EXL/MTE Courses (all levels)</i>	300	25.00
	<i>Research, Thesis, Dissertation (all levels)</i>	100	8.33

Departmental Modifications to Standard Model

	<u>Lower Division</u>		
Computer Science	CSCI 1160, 1170, 2170 (25 Student Limit)	300	
Art***	Studio Courses (18.75 Student Limit)	225	
English	1000 Level (20 Stud Limit)	240	20.00
Foreign L& L***	20 Student Limit	240	
Music***	Private Music Instruction	38	
Journalism***	Media Writing (16 Student Limit)	192	
	<u>Upper Division</u>		
Nursing***	Clinical	150	
Art***	Studio Courses (15 Student Limit)	180	
Foreign L& L***	15 Student Limit	180	
Music***	Private Music Instruction	38	

Attachment I

Staffing Profile for Fall 20__

Department:

I. FTE Faculty Earned by Application of Staffing Formula:

A. FTE Earned from SCH Generated:

1	Lower Division:	375	=	0.00	
1a.	Lower Division/Honors:	187	=	0.00	
1b.	Lower Division Online	300	=	0.00	
2	Upper Division:	310	=	0.00	
2a.	Upper Division/Honors:	162	=	0.00	
2b.	Upper Division Online	300	=	0.00	
3	Graduate (5000/6000; includes online):	150	=	0.00	
4	Graduate (7000; includes online):	100	=	0.00	
5	Student Teaching	192	=	0.00	
6	EXL Courses (all levels)	300	=	0.00	
7	Research, Thesis, and Dissertation (all levels)	0	100	=	0.00
	Total SCH	0			
	Total FTE Earned from SCH Generated:				0.00

B. FTE Earned from Labs (if applicable):

1 Lower Division:	0	336	=	0.00
2 Upper Division	0	310	=	0.00
3 Graduate	0	150	=	0.00
Total FTE Earned from Labs (if applicable):				0.00

C. FTE Earned from Majors (Advisees): 450 = 0.00

Total FTE Faculty Earned for Staffing Purposes (Sum of A, B & C) 0.00

II Actual FTE Faculty Employed in Fall Semester:

A. Number of Full-Time Faculty				0.00
1 Tenured				
2 Tenure-Track				
3 Temporary				

B. Adjunct Faculty (No. Hrs. Taught /15)	0	15	=	0.00
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No. FTE SACS Qualified GTAs (Credit Hours/15)	0.00	15	=	0.00
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Subtotal FTE Faculty Employed for Fall Term (Sum of A & B): 0.00

C. Approved Non-Instructional Activity Time				0.00
1 Academic Administration Allotment	0.00	15	0	
2 College	0.00	15	0	
3 University	0.00	15	0	

D Total Faculty Positions Loaned to Department for Fall Term				0.00
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Subtotal FTE Faculty Available to Teach Fall Term 0.00

III. Number UNFILLED Faculty Positions, Fall Term	0			0.00
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Number OVERSTAFFED OR UNDERSTAFFED (II minus I) 0.00