

## 01. PURPOSE

01.01 The purpose of this policy is to specify how a College of Business Administration (COBA) faculty member's workload is determined and implemented in accordance with the reporting requirements of Academic Policy Statement (APS) 790601 – *Faculty Workload* (2023). Teaching assignments are the first priority, with other assignments being implemented only as resources are available.

01.02 The COBA elected to create and maintain a single college workload policy with agreement from each department chair and with input from tenured, tenure-track, and continuing non-tenure-track faculty. The College workload policy is reviewed annually and subject to approval by the COBA Dean (hereafter: Dean) and the Provost and Sr. Vice President for Academic Affairs (hereafter: Provost).

01.03 A faculty member's workload assignments are determined by the department chair in consultation with the faculty member during the course schedule building process and are subject to the approval of the Dean. Whenever possible, chairs should attempt to align the needs of the department, college, and university with the individual professional goals of the faculty member when assigning workload. Workload assignments that deviate from those established in the college workload policy require preapproval from the Dean and the Provost.

01.04 The Dean is responsible for determining the department chair's workload. Typically, each chair will teach at least one class during each of the fall and spring semesters and be on campus throughout the academic year as well as the summer months (9-month contract with a 3-month summer stipend) unless prior salary and load arrangements have been approved by the Dean and Provost.

01.05 Full-time faculty workload equates to 12 workload credits each fall, spring, and long summer semester. Summer employment may be available to faculty with nine-month contracts. Faculty workload may include a combination of teaching, conducting scholarly activities, and performing service or administrative duties.

01.06 As need dictates, faculty members may be requested on occasion to carry a teaching or service workload beyond normal expectations. In such instances, compensation for teaching overloads shall be granted in accordance with APS 810701 – *Instructional Overload Assignment* (2021).

01.07 At the beginning of each fall, spring, and long summer semester, it is the responsibility of each department chair to report to the Dean the workload assignment of each faculty member within their department. It is the responsibility of the Dean to

review workload entries and submit to the Provost a report of workload assignments of all faculty members within the college, and to explain each instance in which a faculty member's workload assignment deviates from the approved college faculty workload policy or APS 790601 – *Faculty Workload* (2023).

## **02. WORKLOAD CREDIT**

02.01 One (1) workload credit is equivalent to one (1) semester credit hour of organized instruction. For the tenured and tenure-track faculty teaching in the college who are identified as SA (scholarly academic) or PA (practice academic) for accreditation purposes, the 12-workload credit standard is typically fulfilled by teaching, research, and service activities. Teaching three 3-credit-hour classes is equal to 9 workload credits; research activities are equivalent to 3 workload credits. Teaching and research workload credits include expectations for service activities as documented in APS 900417 – *Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty* (2025) and APR 820317 – *Faculty Evaluation System of Tenured and Tenure-Track Faculty* (2025).

02.02 For full-time non-tenure track faculty in the college, including those who are identified as SP (scholarly practitioners), IP (instructional practitioners), or SA (scholarly academic) faculty for accreditation purposes, the 12-workload credit standard is typically fulfilled by teaching four 3-credit hour classes. Teaching workload credits include expectations for service activities as documented in APS 890301 – *Hiring, Evaluation, Promotion, and Merit for Non-Tenure Track Faculty* (2024).

## **03. TEACHING WORKLOAD ADJUSTMENTS**

03.01 Faculty members who team teach organized classes will proportionally share the workload credits computed for that class in accordance with the distribution of responsibilities.

03.02 Workload credit of up to 6 may be granted for teaching a large class, which is typically a principles-type class with more than 100 students, at the discretion of the chair and the Dean, subject to the approval of the Provost.

## **04. WORKLOAD CREDIT FOR OTHER PROFESSIONAL RESPONSIBILITIES**

04.01 The COBA allows workload credits for other professional responsibilities and assignments. Workload credits and adjustments must be approved by the chair, the Dean, and the Provost.

04.02 Workload adjustments resulting in no teaching workload credits are not typical and may only be considered under rare and temporary circumstances with the approval of the chair, the Dean, and the Provost.

04.03 Workload credit for other professional responsibilities and assignments include:

- a) Chair Assignment – Workload credit of up to 6 for each fall and spring semester and twelve (12) for the full summer semester may be granted for chairing an academic department. Chairs are expected to maintain SA (scholarly academic) or PA (practice academic) faculty qualification status with reduced scholarly or professional development requirements for administrators in accordance with the college's faculty qualification standards.
- b) Assistant Chair Assignment – Workload credit of up to 3 per semester may be granted for performing the role of assistant chair of an academic department.
- c) Center Director Adjustment – Workload credit of up to 3 per semester may be granted for a faculty member who serves as a director of one of the Centers within the college.
- d) Endowed Chair Adjustment – Workload credit as determined by the terms of the endowment agreement may be granted for a faculty member who serves as an endowed chair.
- e) Research Buy-Out Adjustment – Following Office of Research and Sponsored Programs (ORSP) guidelines, workload credit may be granted to a faculty member who has secured external funding.
- f) Professional and Administrative Activity Adjustment – Workload credit of up to 3 per semester may be granted for a faculty member who performs significant administrative or professional activities. Detailed evidence to support the workload credit adjustment must be provided by the faculty member and approved by the chair, the Dean, and the Provost.
- g) Developmental Leave Adjustment – Up to twelve (12) workload credits per semester may be assigned to a faculty member who is awarded a Faculty Development Leave by the Board of Regents, in accordance with APS 800328 – *Faculty Development Leave* (2024).

## **05. Evaluation Pathways and Faculty Workload**

According to APS 820317, tenure-track and tenured faculty members are to choose/consider either a balanced, teaching-intensive, or research-intensive pathway, in alignment with their faculty workload assignment.

The COBA is accredited by AACSB, which implies that tenure-track and tenured faculty with SA status must have a minimum number of academic engagement activities (as defined in the COBA Guidelines for Faculty Sufficiency/Qualifications and Research Quality/Impact Metrics document), regardless of which pathway they choose. Given these accreditation requirements, the following evaluation weights are open for faculty to choose.

For the Teaching Intensive Evaluation Pathway, COBA faculty members will have the following weights:

Teaching 50%

Research 30%

Service 20%

For the Research-Intensive Evaluation Pathway, COBA faculty members will have the following weights:

Teaching 30%

Research 50%

Service 20%

For the Balanced Evaluation Pathway, COBA faculty members will have the following weights:

Teaching 35%

Research 35%

Service 30%

Faculty members who do not choose a particular pathway will automatically default to Balanced Pathway 40/40/20.