



Policy Name:	Faculty Workload
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Approving Authority:	Northwest Leadership Team
Responsible Office:	Provost
Category:	Faculty

### **I. Purpose**

The purpose of this Policy is to set forth guidelines and expectations regarding the workload of faculty members at the University.

### **II. Policy**

Workload for Ranked Faculty members consists of: 1) teaching and professional development, 2) scholarship, and 3) service and student support. Workload for Titled Faculty consists of 1) teaching and professional development and/or 2) service and student support appropriate to their position.

#### A. Teaching and Professional Development

A full-time teaching load (2 semesters) for faculty should not exceed 24-26 credit hours. Loads for faculty teaching laboratory courses should be calculated by adding lab course credit hours and lab contact hours and dividing by two. A faculty member teaching 24-26 credit hours during two semesters may teach up to 12 credit hours outside the two semesters. Each faculty member will consult with their department chair on his or her work assignments and performance expectations associated with these assignments.

Other duties under teaching may include creation of new courses and new modes of teaching (e.g., web-based or distance learning) as well as supervision of internships, field experiences, and independent studies. These duties generally do not count as part of the regular teaching load.

Faculty are also expected to engage in professional development activities to improve their teaching and stay up to date in their discipline, pedagogy, and the use of technology in instruction as is appropriate to their discipline.

There are internal and external opportunities to assist in this process. Examples of these include faculty Planning and Development days, Academic Initiative funds, opportunities with the Teaching and Learning Center, the Center of Information Technology in Education (CITE), workshops, videoconferences, Faculty Welfare workshops, and a mentor's guidance. If the faculty member does not feel these resources are being made available to them at a sufficient level, they have the responsibility to make this known to the department chair, dean, and/or Provost.

Departments, colleges, and the University support professional development opportunities through, for example, financial support, reassigned time, and encouragement to implement new ideas. Three specific opportunities for extended training and development include sabbatical, educational, and exchange leaves. Faculty are encouraged to request support for these leaves. Chairs and deans should provide leadership and guidance and promote applications by their faculty.

A faculty member may apply for partial release time to engage in significant curriculum development through their director/department chair, with the approval of their director/chair, Associate Provost, the Provost and the President. Partial release time may also be provided for approved University assignments requiring significant blocks of time.

## B. Scholarship

Ranked Faculty are responsible to allot time for scholarship in the normal work week. Upon the recommendation of their director/chair, Associate Provost, the Provost and the President, reassigned time may be authorized in order to provide faculty members time for scholarship that contributes to both departmental and professional goals. A faculty member who is granted this opportunity will be required to provide a report to the department chair. Director/Department chairs will provide a comprehensive report to the appropriate college dean. In planning academic assignments, department chairs (or supervisors of those faculty members whose primary functions may not be teaching) will attempt to provide blocks of time for scholarship by individual faculty members who have had reassigned time approved.

## C. Service and Student Support

All faculty members are expected to provide service to the University and support to students as part of their workload.

### 1. Advisement

Student advisement involves helping a student define and achieve their educational goals, proceed through the undergraduate experience, and establish an educational foundation for life-long learning. All faculty members advise students as directed by the department chair and will be evaluated by the chair in this activity. The director/chair will assign advisees in an equitable way so as to distribute workload throughout the schools/department and maximize the skills of department members. In some cases, eligibility requirements will determine which faculty members can advise certain students (e.g., B.S. Ed programs). Faculty members shall be knowledgeable of essential aspects of the curriculum and pertinent policies and procedures of the University in order to provide accurate and timely advice to students. In advising students, faculty members may not knowingly make representations or commitments that are inconsistent with

University policies.

## 2. Availability to Students

Each faculty member must post in the LMS and NW360 a schedule of at least seven office hours each week for consultation with students and advisees and be responsive to students' communications in a timely manner. Faculty members should make special appointments for students who cannot appear during the regular office hours because of conflicts with other classes.

## 3. Mentoring

Faculty members should assist students with their academic and professional development. This mentoring role can be fulfilled by such activities as: teaching Freshman Seminar, overseeing undergraduate research, sponsoring student organizations, and tutoring students who need help.

## 4. Service

A faculty member is expected to serve the school/department and college to which they are assigned as well as the University in areas of advice and governance. All faculty members are expected to serve on departmental committees. All Instructors seeking promotion to Senior Instructor, Assistant Professors, Associate Professors, and Professors are expected to serve on University committees, attend their meetings and participate in their work. First-year faculty are exempt from committee service. Faculty members may be asked to serve on additional committees, sub-committees, and task forces, but should carefully consider with their department chair other workload considerations before agreeing to serve.

Service may also include contribution to one's profession—that is, serving in an official capacity in a state, regional, or national entity related to one's discipline—or service to the community, provided it is related to one's discipline.