

College of Business Workload Policy

Per the UA Guidelines for Implementing University Rule 3359-20-03.3

The primary objective of all efforts within the College of Business COB(CoB) is student success. Student success is largely derived from excellence in teaching. Thus, teaching is the primary activity of all faculty within the COB. In addition to teaching, scholarly output is highly valued in order to advance the understanding and application of business practices. Also, as a public university, service to the community as well as to support functions of the university are integral to faculty activity. Therefore, a balance of teaching, research, and service activities is required.

Each department within the College of Business (CoB) is classified as a “Post-Graduate Degree Unit.” The college (including all departments) offers baccalaureate and master’s degrees. As such, the university expects high levels of teaching and moderate levels of research/creative and service activity (UR 3359-20-02.2(B)(1)(a)). The stated average teaching load goal for “post-graduate degree units” is 16.8 load hours per academic year (70% of 24 load hours per AY).

The COB workload policy applies to tenured and tenure-track full-time faculty. In addition, the COB has chosen to have a college-wide workload policy, instead of individual department policies, with the goal of 16.8 load hours applied in aggregate at the college level. Further, the COB full-time faculty teaching load policy is based upon AACSB qualifications. Tenured and tenure-track track faculty are assigned teaching loads dependent upon the AACSB qualification category they maintain. For instance, faculty who are Scholarly Academics are assigned 3/3 teaching loads (9 load credits per semester; 18/AY) and three load credits of assigned time for research, and/or professional activities each semester of an academic year. Faculty who are Scholarly Practitioners and Practice Academics are assigned 3/4 teaching loads (21 load credits/AY) and three load credits of assigned time for scholarly, and/or professional activities over the course of an academic year. Faculty who are Instructional Practitioners are assigned 4/4 teaching loads (12 load credits per semester; 24/AY) with no assigned time for other activities.

The requirements for meeting each of the qualification categories is presented in the table below. This includes the level, type and number of scholarly and professional contributions/activities required during a five-year review period. Faculty are expected to document all their scholarly and professional contributions/activities in Digital Measures. Department chairs evaluate individual faculty status prior to assigning class schedules for each semester. Individual faculty are responsible for maintaining up to date records in Digital Measures. Department chairs are responsible for evaluating individual faculty qualifications and the department’s faculty ratio goals each semester.

Faculty who fail to maintain the requirements of the qualification category of their initial hire are designated as being “other” and not given any assigned time for research and/or professional activities. Their teaching load will remain as 4/4 until they meet the qualifications requirement and return to good standing in the category of their initial hire.

UA COB AACSB Qualifications Requirements

(Per 2017 UA COB AACSB Continuous Improvement Review Report)

<p style="text-align: center;">Scholarly Practitioner</p> <p><u>Initial classification:</u> Master's Degree or Law Degree 5 years of professional experience 1 Intellectual Contribution</p> <p><u>Sustained by:</u> <i>Scholarly:</i> 2 Intellectual Contributions (Peer-Reviewed article; or OIC's such as Case; Book; Chapter; white paper) <i>Professional:</i> 2 Primary Activities 5 year review period</p>	<p style="text-align: center;">Instructional Practitioner</p> <p><u>Initial classification:</u> Master's Degree 5 years professional experience</p> <p><u>Sustained by:</u> <i>Scholarly:</i> None <i>Professional:</i> 2 Primary Activities and 1 supporting activity 5 year review period</p>
<p style="text-align: center;">Scholarly Academic</p> <p><u>Initial classification:</u> PhD or other terminal degree</p> <p><u>Sustained by:</u> <i>Scholarly:</i> 3 Peer-Reviewed journal articles <i>Professional:</i> None 5 year review period</p>	<p style="text-align: center;">Practice Academic</p> <p><u>Initial classification:</u> PhD or other terminal degree 5 years of professional experience</p> <p><u>Sustained by:</u> <i>Scholarly:</i> 1 Peer-Reviewed journal article <i>Professional:</i> 3 Primary Activities 5 year review period</p>

Figure 1: UA COB AACSB Qualification Requirements

Reductions to the standard teaching loads may be realized under the conditions listed below. All reductions in teaching loads are to be considered as recognition for exceptional efforts in other endeavors, and will be granted on an annual basis. Under no conditions will full-time faculty members be given teaching loads less than 12 credit hours per year. In all cases, the dean will have final approval of the unit workloads.

1. Exceptional levels of research activities, as evidenced by a number of high-quality publications over the previous three years, may warrant a temporarily reduced teaching load. Exceptional levels are by definition above and beyond the normal levels of research activities defined by the AACSB requirements, the departmental Reappointment, Promotion & Tenure guidelines, and/or the academic unit Merit Review guidelines. Chairs will make determinations regarding exceptional research productivity and will make recommendations to the dean.
2. Exceptional levels of service activities toward a specific project may warrant a reduced teaching load. Projects must be considered to be extremely valuable to the department, college, or university, and require a significant amount of time and effort. Chairs will make determinations regarding exceptional service productivity and make recommendations to the dean.
3. Upon completion of the course schedule for the next semester, department chairs will submit to the Dean's office a list of all tenured/tenure-track faculty who are receiving any release time. The list should include an explanation, provided to the chair by individual faculty members, of activities the faculty member will complete during the semester in exchange for the release time.