



The University of Akron  
Buchtel College of Arts and Sciences

Date: 8/22/2022

TO: Provost Wiencek

FROM: Dean McKinney

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SUBJECT: Unit Level Workload Policy

The attached guidelines were approved by the faculty in the School of Communication on 8/19/2022

I approve these guidelines and criteria.

If you concur, we ask that you also approve the guidelines and criteria.

August 22, 2022

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School Director

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Date

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Dean Buchtel College of Arts & Sciences

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August 24, 2022

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Date

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Exec VP & Chief Admin Officer

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Date

School of Communication  
Workload Policy (September, 2019)

**General Considerations:** Departmental workload assignments are governed by University Rule and workload includes teaching, research, and service for tenured and tenure track faculty. NTT Faculty will have workload governed by their Letters of Appointment. The appropriate division of workload expectation for the unit as a whole is determined by the Dean in consultation with the senior vice president, provost and chief operating officer based on the overall activity of the degree programs offered. That distribution is to be provided in writing to the unit leader and reviewed on a three-year basis. The unit Chair/Director is responsible for assigning individual faculty assignments such that the overall unit workload distribution falls within the range specified unless unit needs dictate otherwise. Such cases will be approved by the Dean and Provost.

Individual workload assignments are provided in writing to the faculty by the unit leader on an annual basis. Those assignments are based on the teaching needs of the unit, research productivity of the faculty and necessary service expectations for the upcoming year. Actual workload assignments in any given year are subject to change based on enrollments, the needs of the unit or other unforeseen circumstances that warrant a change. Any such changes will be discussed with the affected faculty member and approved by the Dean.

**Teaching Load:** Beginning in 2022/23 AY, The School of Communication mission includes teaching as 60-70% of the workload, with an assigned goal of an average 14.4-16.8 hours per FT tenured and TT faculty member. Faculty members are expected to teach every semester (except when granted leave) regardless of their research, service or other academic obligations. Course-related functions such as class preparation, grading, office hours and student communications are included in teaching load for a particular activity. Load is assigned for teaching of lecture classes, seminars, and practicum.

- One load hour is assigned per credit for lecture, seminar or practicum class assuming each credit denotes one 50-minute lecture per week for 16 weeks as per agreement of director and faculty member.
- With a proper justification by the faculty member, large enrollment classes will be offered at additional, teaching load as specified below.
- Large Class Formula = Teaching 50-100 students without a fulltime TA = an additional .5 load hour.
- Small course formula shall be applied to count teaching load for serving as a thesis advisor, honor's project sponsor, or independent study lead (but only in the semester of student completion).

Reassignment time will be determined based on research and service loads as defined in the sections below. No reassignment will be granted below 12 load credits of teaching each year.

**Research Load:** Faculty on the tenure track may be assigned research load hours based on the prior three years of research productivity as reported on annually and via a planned research agenda

approved in advance by the Director and Dean. All submitted reports will be ranked and available research and service hours will be distributed based on a ranking of all meritorious proposals. The following will serve as a guideline for this distribution:

- Up to 6 Load Hours per year may be assigned if the faculty member achieves at least one of the following:
  - 1 peer-reviewed or equivalent papers submitted or published necessary to maintain at least Category 2 graduate faculty status
  - External grants awarded
  - Thesis advisor for 1 or more graduate students who complete thesis
  - Present at least 3 scholarly manuscripts at academic conferences
- Up to 9 Load Hours per year may be assigned if the faculty member achieves 2 or more of the following:
  - 4 peer-reviewed or equivalent papers submitted or published necessary to maintain a Category 3 graduate faculty status.
  - External grants awarded
  - Thesis advisor for 3 or more graduate students who complete thesis
  - Present at least 6 scholarly manuscripts at academic conferences

**Service Load:** Service load may be assigned based on the demonstrated time commitment expected to perform the service assuming 1 load hour equates to approximately 3.5 hours per week of effort for 16 weeks. The load assigned will be determined by the unit leader with approval of the Dean.

**Examples** of additional service load may include:

- Recurring committee assignment or other service role with large time commitment
  - BCC Representative (0.5 load hours – meet 7-8 times per semester for 1.5 hours plus review proposals prior to meeting).
  - Unit, College or University committee assignments (load TDB)
  - Faculty Senate or University Council representative (1 load hours)
  - Other ad hoc or professional recurring committee assignments must be presented with justification (for example: Ohio TAG committees, search committees, officer in professional academic organization, etc.)
  - Advising Honors Projects (assumes faculty work with a student approximately 1-2 hours each week for the entire semester, which equates to 0.5 load hours each semester per student)
  - Advising undergraduate students
  - Graduate coordinator (assumes approximately 9 hours per week of effort for 16 weeks, which equates to a 3-credit load reassignment).

Faculty should work with the School Director to define the service load based on the presentation of time requirements for the service or administrative duties. Service reassignment time will only be granted when the overall teaching effort of the unit is able to meet the assigned goal.