University Libraries Faculty Work Load Policy

Board Rule 3359-20-03.2 (B)(1) states

> Three activities, teaching, research/creative activity, and service, make up the full-time faculty workload. In setting appropriate percentages or amounts of each activity for a full workload, the need for flexibility is recognized. Many differences exist between colleges and departments of this university, and these differences preclude the possibility that a single set of percentages or figures can be rigidly applied for all. Therefore, the emphasis given to each activity will depend on the mission of the individual unit.

University Libraries work within a baseline 60-20-20 formula, where 60% is the minimum regular library work (our "teaching"), and 20% each for service and research. The service and research portions flex the most, as we are a service-heavy unit. In most cases it may look more like 60-75% work, 20-25% service, and 0-20% research depending on the faculty member's agreement with their supervisor.

Per Board Rule 3359-20-03.2 (B)(3)(a), for 12-month faculty, 30 Course Unit Equivalents (CUEs) per year is considered a full work load (24 in the academic year and six in the Summer). These are typically granted for teaching courses based on one CUE per credit hour, but research, administrative duties, and other activities are assigned CUEs as part of the work load. Librarian work is generally not classroom teaching. Library faculty accrue vacation and sick leave based on a 40 hour work week. We work through summer recesses/spring break/etc. and use sick or vacation leave. Likewise our Research Plan forms request time in hours, not course credits. Therefore the University Libraries librarians developed a formula to express our 40 hour work week in CUEs:

$$a + b + (c + d + e + f + g + h + i + j + k + l) / 3.\overline{3} = CUE$$

[**a** Administrative Load] + [**b** UA Course Load] + ([**c** Special Consideration] + [**d** Service] + [**e** Research] + [**f** Catalog/Metadata] + [**g** Systems] + [**h** Electronic Resources] + [**i** Collection Management] + [**j** Instruction] + [**k** Reference] + [**l** Archival Services]) / 3.$\overline{3}$ = **CUE**

Administrators in academic colleges and departments claim 6 CUEs for their administrative duties. It is appropriate to count the same in UL and to consider "Coordinator" duties at half of that or 3 CUEs. Teaching UA courses would naturally count as their CUEs. Therefore variables **a** and **b** use flat load equivalents, based on workload policies adopted by other UA departments.

Time spent in other kinds of work is looked at on the basis of average hours per week, divided by 3.3$\overline{3}$ so that 40 hours per week of library work is a full work load. Work is divided into several categories of librarian work, with the additional categories, "Research", "Service," and "Special Consideration," to cover adjustments in work load that allow the administrator and faculty member discretion when considering extra projects, service, or research.

The above formula is used for the Fall and Spring terms; for the Summer, because 6 rather than 12 CUEs is the standard, the formula is adjusted so that all factors other than **b** are further multiplied by .5:

$$(a + (c + d + e + f + g + h + i + j + k + l) / 3.\overline{3}) * .5 + b = CUE$$

UL faculty will submit a worksheet each academic year in consultation with their supervisor.

Definitions of Work Categories

Administrative Load: In accord with Board Rule 3359-20-03.2 (B)(3)(c), administrative (supervisory) or coordination duties are assigned work load credit. Administrators claim 6 units, Coordinators (Systems, Instruction, etc.) claim 3 units, reduced to 3 and 1.5, respectively, in Summer.

UA Course Load: Courses taught for the University count as they do for teaching faculty, generally one credit hour equaling one CUE. Especially large classes, new courses or substantially revised courses, or other considerations might adjust this figure as agreed between the faculty and supervisor.

Special Consideration: Adjustments in work load agreed by the supervisor and faculty member in consideration of extra projects and other assignments.

Service: In accord with Board Rule 3359-20-03.2 (B)(3)(f), Service beyond committee work that is part of assigned duties, including service at the University level, to professional organizations, etc. may be granted work load credit. Committee work essential to University Libraries or University of Akron functioning and/or that goes with a job description should be included in the appropriate work categories below.

Research: In accord with Board Rule 3359-20-03.2 (B)(3)(d), research and creative activities may be granted work load credit. Research essential to University Libraries or University of Akron functioning and/or that goes with a job description or to accomplish a specific work project should be included in the appropriate work categories below. An approved research plan will accompany the assigned credit.

Cataloging/Metadata: Cataloging library and archival resources; authority work; database maintenance; metadata services, etc.

Systems: Administrating/maintaining the ILS and other library related systems; supporting, maintaining,, and purchasing library hardware and software; preparing and loading records for the catalog, access services, OHDEP, etc.

Electronic resources: Selecting, managing, and maintaining electronic collections and services; managing licenses; collecting usage statistics, etc.

Collection management & Acquisitions: Selecting and purchasing materials; monitoring budgets & curriculums; creating selection & retention policies, etc.

Instruction: Bibliographic instruction; creating and maintaining resources to support courses and curricula; individualized instruction, etc.

Reference: Reference and referral service; research assistance and consultation; assisting patrons, etc.

Archival services: Managing and maintaining special collections/rare books; providing access to archival materials and instruction/outreach; preservation and conservation, etc.

Respectfully submitted,
ad hoc Faculty Workload Committee
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