



**School of Social Work and Family Sciences  
Faculty Workload Policy  
Spring 2023**

The purpose of the School of Social Work and Family Sciences workload policy is to describe the School's policy for teaching, research/creative activity, and service. This workload policy applies only to tenured and tenure-track faculty in the Collective Bargaining Unit in the School of Social Work and Family Sciences.

**Standard Workload**

Load for full-time faculty on nine-month contracts is 24 load credits per academic year. Consistent with the University rules, the basic workload unit is a "teaching load hours," the equivalent of one 50-minute period of classroom activity per week for one semester, plus the necessary instructional support of classroom activity provided by the teaching (such as class preparation, office hours, mentoring students, grading, and so forth).

All faculty are expected to perform service to the program, School, College, University, community, and profession (e.g., meetings and committees, curricular review, assessment, accreditation activities).

**Workload Assignment**

Underlying the workload policy is the expectation of high-quality teaching. The School of Social Work and Family Sciences promotes excellence in education, research, practice, and service. Differential levels of teaching, research/creative and service activity will be assigned to individual faculty based on their role in achieving the school's mission. Load hours may be assigned to individual faculty for research/creative activities and/or service (critical to the School's, College's, and/or University's mission) as a part of the overall load.

Each faculty member will develop and discuss a Workload Plan with the School Director, as per Article 16, Section 7(A) of the current Collective Bargaining Agreement ("CBA"), University Rule 3359-20-03.2 and the Memorandum of Understanding regarding Shared Governance (dated 4/7/2021). Pursuant to Article 16, Section 7(A), each bargaining unit faculty member must be assigned a total of twenty-four (24) load hours each academic year.

Load assigned for teaching, research, and service should follow the School guidelines outlined below.

## **Teaching**

The normative teaching load for tenure-track faculty will be 18 credits per academic year. Workload is calculated individually with a minimum teaching load of 12 load hours for the academic year. Faculty members will discuss annual teaching assignments with the School Director as they prepare their Workload Plan.

## **Research / Creative Activity**

Faculty members may request load for research/creative activity. Research/creative activity included in the Workload Plan can include load for scholarly publications, preparation of grant applications, external grant funding, or other relevant scholarly activities. All activities should be discussed with the School Director as the Workload Plan is developed, considering the overall needs of the School and College.

At the end of the academic year, faculty members will provide a brief written report summarizing their research/creative activity and evidence to support that the expected outcomes are met.

## **Service**

Faculty members may be assigned load for administrative service (e.g., program coordination, graduate program direction, primary authorship of an accreditation self-study). All activities should be discussed with the School Director as the Workload Plan is developed.

At the end of the academic year, faculty members will meet with the School Director to review the assigned service time and discuss the service needs of the School for the upcoming year.