

College of Health Sciences
Workload Policy for Faculty and Instructional Academic Staff
Approved by CHS Faculty/Staff 28 August 2007

Introduction

The College of Health Sciences workload policy is based on a 24 credit/academic year (12 credit/semester) model, where each 3 workload credits is the equivalent of one classroom section of a three credit group instruction course, assuming 2 hours of additional time is needed to prepare for each hour of contact. This policy is consistent with the UW-Milwaukee Faculty Workload Policy (Document No. 2027, February 22, 1996) that states that “. . . a full-time load in any semester consists of four units of work, where each unit, in instructional terms, is typically the equivalent of one classroom section of a three credit group instruction course” and “. . . full-time faculty regularly will devote two of the four work-units to group classroom instruction.” This policy is also consistent with the UW-Milwaukee Instructional Academic Staff Workload Policy (March, 2000) that states that “A full-time IAS workload is twelve contact hours per week (or equivalent).” All faculty and instructional academic staff will teach at least one class/year. This policy applies to faculty and instructional academic staff within the College.

The Department Executive Committee may adjust the workload of individual faculty and staff members “so as to make the best overall use of the faculty’s talents and abilities and to maximize their contributions to the University¹”; however, before adjustments are made, the committee must consider the consequences of any exceptions, and should not compromise the department’s ability to meet their goals or to fulfill the College mission and vision. All workload assignments will be made consistent with approved University of Wisconsin – Milwaukee faculty and academic staff policies.

The intent of this policy is to provide guidelines that will protect the students, faculty and staff of the College as well as the College itself without creating undue restrictions on the departments or members of the College. As the College is composed of departments with varying needs and structures, this policy provides a minimal framework and requires that each department develop its own specific policies to fit within the framework. Each department’s average (collective) academic year deployment of faculty and instructional academic staff will reflect the campus and CHS workload policies with respect to teaching, research and service commitments. In addition, this policy does not address the quality of a member’s work. It is designed to identify the full workload contribution expected for any faculty or staff member within the College. For the good of the College and the ongoing growth and development of its members, it is expected that faculty and staff members will strive to attain the highest level of quality in their work, which is addressed in the merit review process.

UWinterim Workload

From time to time, CHS departments offer courses during UWinterim session. Since the session falls within the academic year, workload credit may be assigned in one of two ways: (1) as part of either the fall or spring semester workload or (2) in addition to full workload assignment for the academic year. In the latter case, such assignment typically results in additional salary (eg overload). CHS views UWinterim as an opportunity to deliver primarily non-program-dependent courses to students; if program-dependent courses are offered, they should also be available during regular sessions, so as to not disadvantage students opting against UWinterim enrollment. Departments are encouraged to evaluate the appropriateness of UWinterim courses offered, given the very short and intense timeline of this session.

Summer Session Workload

Summer Session assignments will comply with campus policy (UWM Faculty Document #1249A). A 1/9 teaching assignment is equivalent to one, three credit academic year course. Summer workload may also be assigned for administrative, research and/or service responsibilities. Departments may incorporate Summer Session assignments into the deployment for the immediately preceding academic year, in which case individuals will not receive additional compensation. Faculty supervising graduate students during the summer will be allocated appropriate workload credit. The fulltime workload assignment during Summer Session will be 2/9's on instructional funding (101). For instructional academic staff on either 9 or 12 month appointments, the maximum summer session workload assignment will be 6 workload credits. Exceptions must be approved by the Executive Committee.

Workload Credit Categories

Based on established criteria, CHS workload may be assigned in any or all of the following categories: teaching, research, graduate student supervision, clinical education, service, and administration.

Teaching: The basic expectation of departmental faculty is that each teaches four courses or 12 workload credits per academic year. The basic expectation of instructional academic staff is that each teaches four courses or 12 workload credits per semester. The department Executive Committee should adjust teaching workload for faculty and staff hired with different contractual obligations based on those contracts. Individuals with course buy-outs from grants and administrative sources will list the courses they would have taught in the Teaching category, but will indicate that these courses were assigned to other individuals, and will put their workload credits in the re-assigned category.

Graduate Student Supervision: Those faculty and academic staff that supervise graduate student independent study or research will be assigned workload based on the number of hours of contact. See Workload Credit Assignment Criteria – Teaching for more details on how workload in this category are calculated.

Clinical Education: Faculty and academic staff that supervise student clinical practica will be assigned workload based on the amount of time spent in contact with students and the percentage of time devoted to supervision activities. Faculty and staff needing to maintain their clinical skills may request workload for engagement in clinical practice activities, when those activities are unpaid, and directly support UWM students and educational activities in College programs.

Research: The basic expectation of departmental faculty is that each be actively engaged in research 25% of the time (3 workload credits) each semester. Actual assigned workload credit will vary depending on the percent of time devoted to research. For example, a 25% allotment of time devoted to research per semester would translate to 3 workload credits per semester. A 40% allotment per semester would translate to 5 workload credits per semester. If a portion of the research time is the result of a buy-out, that percentage should be identified. While not normally an expectation, research involvement by instructional academic staff may involve workload credit assignment.

Service: The basic expectation of faculty and staff is that each be actively engaged in faculty/staff governance and unpaid professional service at the departmental, college, university and/or extramural professional levels. As such, each faculty member will receive 1.5 workload credits per semester when the expectation is met. With the approval of the Executive Committee, faculty and staff can be assigned

to additional workload of service, if such an assignment does not compromise the department's core missions of teaching and research.

Administration: Workload credits will be allocated for significant administrative functions performed by faculty and staff.

Workload Credit Assignment Criteria

Teaching:

Each department Executive Committee may adjust the teaching workload of faculty and staff members. Reduction in teaching assignments may be made for new instructors consistent with the terms of their first contractual period, those with administrative assignments, extramural funding (buyouts), and those with an increased number of course preps each week. Faculty with buyouts are expected to maintain responsibility for the delivery of the course while the course is bought-out.

In general, 1 workload credit is assigned for each contact hour/week. The Executive Committee should adjust (increase or decrease) workload credit assigned to a course based on enrollment numbers, if the course is new, when TA assistance impacts the workload, or when a course is given as a series of guest lecturers. When a course is team-taught, the workload should be equitably divided between the instructors.

The minimum teaching workload that can be approved by the Executive Committee is one 3-credit equivalent course per year. Faculty not active in research and/or not supervising graduate students may teach three-four courses or 9-12 workload credits per semester (18-24 workload credits per academic year).

Individual academic staff members should be given teaching assignments based on percentages outlined in their position description. "The full-time load will include no more than six separate course preparations during one academic year. ...The twelve contact hour load presumes no additional expectations in terms of research, professional service or other institutional responsibilities. However, should these activities be expected, appropriate adjustments to the workload shall be made."ⁱⁱ

Lecture: 1 contact hour/week = 1 workload credit

Lab/Discussion/Activity Courses: 1 contact hour/week = 1.0 workload credit if course prep is comparable to Lecture. The Executive Committee will determine workload credit if course prep is not comparable, in which case credit should be increased or decreased to reflect time required).

Field Experience, Clinical Supervision, and Internships: Faculty and staff responsible for these types of courses should be assigned workload credit based on the amount of time required, the number of students involved and the level of supervision required. The department Executive Committee is responsible for defining and assigning workload in these situations.

Graduate Student Supervision: The Executive Committee will award workload credits based on the advising role and the number of active students a faculty member supervises. As a guideline, 1 hour/week = 0.3 workload credit. 1-6 workload credit(s) can be assigned/year reflecting the amount of time required.

(NOTE: Graduate Student Supervision workload credits noted above include student work associated with the following graduate courses: independent reading, study or research; graduate project, thesis and dissertation; to receive workload credit, students should enroll in one of the listed courses.)

Clinical Education:

Faculty and academic staff who supervise student clinical practica will be assigned workload credits based on the amount of time spent in contact with students and the percentage of time devoted to supervision activities. For those faculty and staff approved for and involved with maintaining their clinical skills: 3 hours of clinical practice = 1 workload credit; maximum 1 credit/semester, subject to Executive Committee approval.

Research/Scholarship:

To receive research/scholarship workload, faculty or staff will provide evidence of activity and productivity for subsequent years in one or more of the following categories:

Publication preparation and submission

Research Grants/Contracts preparation and submission

Presentation of Scholarly Papers preparation and submission

Editorships/Substantial Research Reviewing

Data Collection/Analysis

Workload credits will be assigned as negotiated between the departmental Executive Committee and the individual faculty member, pursuant to departmental workload policies.

Service:

Membership on at least two departmental/program committees and active participation in the department/program and college is expected from faculty and staff members. Up to 1.5 workload credits per semester may be given when this expectation is met. Individuals with substantial service commitments for which no buyouts are given may request that their Executive Committee adjust the number of workload credits allocated for service. Paid service activities that are given workload credit require approval of the Executive Committee and the Dean.

Administration:

Department Chairperson: 6 workload credits/semester (12 workload credits/academic year) and 3 workload credits for summer service.

Department Program Directors: 3 workload credits/semester (6 workload credits/academic year) and 1.5 workload credits for summer service.

Academic Staff with other administrative responsibilities assigned per contract will be allocated administrative workload credits by the Executive Committee based on the percentages identified in their job description.

Workload Credit Allocation Process and Workload Adjustments

Workload credit allocations will be determined annually after the salary adjustment exercise (merit) based on the extent of each faculty member's involvement in the workload credit categories during the previous year and on projected involvement for the upcoming year. Each individual staff or faculty member will meet with their Supervisor, Program Director or the Department Chair to review the previous year's allocation and develop expectations for the coming year. The final departmental workload will be developed in consultation between the Department Chair and Program Directors (as appropriate for the department) and will be approved by the Executive Committee. If a department member disagrees with the Executive Committee's decision on workload credit allocation, the department member may appeal as follows:

1. First, to the Department Executive Committee
2. Second, if not satisfied, to the Dean
3. Third, if still not satisfied, to campus governance (UWM University Committee or Academic Staff Committee).

Additional meetings and review of workload allocations throughout the year may be appropriate to ensure workload goals are being reached and to make adjustments as needed.

Workload Policy Review and Revision

Considering the active growth and development of the College of Health Sciences and its departments, it is expected that this policy will need to change with time. The CHS Academic Planning Committee is charged with the annual review of this policy and its implementation within the individual departments of the College. Departments are expected to develop written workload policies for both faculty and instructional academic staff in conformity with this policy and provide them to their faculty/staff, the Dean, and the APC (for review). Policy revisions will be completed by the APC as needed. This policy and any subsequent revisions shall be approved by the full voting faculty and staff of the college.

ⁱ UW-Milwaukee Faculty Workload Policy: UWM-Faculty Document No. 2027, February 22, 1996

ⁱⁱ University of Wisconsin Milwaukee Instructional Academic Staff (IAS) Workload Policy. Approved March 15, 2000 [IAS Workload Policy](#)