



# Academic Policy Committee The Interim Committee Report

*Veronica Godoy, COS*  
*Stephen Intille, CCIS/BCHS*  
*David Kaeli, COE*  
*Sarah Kanouse, CAMD*  
*Stuart Peterfreund, CSSH*

# Overview

Charge #1 - “The APC shall review written as well as customary workload policies and practices for full-time faculty (T/TT, non TT, and interdisciplinary) at every college/school across the university. The APC shall provide a document that summarizes these policies and practices by November 2016.”

- The APC collected workload policies from full-time faculty workload policies from many units/colleges and found the following:
  - ✓ There is considerable variability in how units define workload practices
  - ✓ Some of the units base teaching loads on research activity
  - ✓ Some documents describe ambiguous policies



# Overview

- The APC collected workload policies from full-time faculty workload policies from many units/colleges and found the following:
  - ✓ Some policies are not fully described in a single, accessible, document
  - ✓ Some policies are not easily and publically available to faculty
  - ✓ Guidelines for non-tenure track faculty are not included in the policies
  - ✓ Documents do not consistently describe mechanisms to be used by faculty members to resolve workload disputes
  - ✓ There are inconsistencies between college and unit policies



# Recommendations from the APC

- Reviewed the 2004 Workload Policy approved by the Faculty Senate
  - The policy was never incorporated into the Faculty Handbook
  - The policy is 12 years old
- The Academic Policy Committee recommends learning from and building upon the best current practices in units across the University
- The Academic Policy Committee recommends that a **new policy** be adopted
- Our recommendation includes using a Checklist, based on our review of all current workload policies, that will allow a unit's policy documents to be evaluated and assessed on a number of aspects, including completeness and consistency



# Recommendations from the APC

- 1. A workload policy for full time faculty positions should include definitions of teaching, research/scholarship/creative activities, and service.**
- 1. A workload policy should emphasize equity of total workload, rather than equity in one or two components of the workload.**
- 1. Each unit should have one comprehensive workload policy document. It is expected that workload will vary across types of appointments and units.**



# Recommendations from the APC

4. **A workload policy document should, at minimum, have five key sections:**
  - a) *define workload and how it reflects the goals/aspirations of the unit*
  - a) *describe the different types of appointments and expectations of each type of appointment in terms of teaching, research, and service*
  - b) *identify criteria by which workloads might be modified*
  - a) *specify frequency of workload policy review*
  - a) *describe how and where the workload document is made accessible*



# Recommendations from the APC

5. For units with one or more faculty members with joint appointments in different units, the document should contain, at minimum, an additional section.
6. A workload policy document for each unit should be electronically available to all full-time faculty members across the University.
7. The full time faculty of the unit must approve the unit's workload policy.
8. The annual workload of each full time faculty member in the unit must be accessible for any full-time unit member to review.
9. The workload policy must include a clear, published, appeal process to address and resolve any concerns with an individual's workload in the unit.
10. The workload policy document must include a completed form labeled "Checklist for Unit Workload Policy Documents."



# Summary of APC Interim Report

- We have provided a draft set of full-time faculty workload policy recommendations
- We have developed a draft checklist to help college/unit administration develop/implement clear and consistent workload policies
- Our recommendations allow for the diversity in workload mixes across different colleges/units
- We look forward to the feedback of the Faculty Senate, to be integrated in our final recommendation
- We will work with the Faculty Handbook update committee to insure that our future resolution will be integrated into the handbook

