

# **WORKLOAD POLICY**

College of Business  
Louisiana Tech University

To maintain equitable workloads, to establish overloads, and to optimize the deployment of faculty resources, the College of Business implements a formal Workload Policy that is consistent with the College Mission as a doctoral granting institution.

The annual workload for College of Business faculty is equivalent to 30 semester credit hours. The apportionment of workload responsibilities for each faculty member may vary across the instruction, research, and service areas, and may also vary from one year to another. In all cases, the workload should consist of all three areas.

The allocation of workload among the instruction, research, and service categories is to be determined at the annual review conference held each Spring Quarter between the faculty member and Unit Head/Director (see the attached Faculty Workload Assignment Form). Changes in the workload weights may be initiated by the department head through the use of assigned time documentation and/or by the faculty member with workload adjustment documentation. Unanticipated changes in student demand, staffing availability, budget constraints, and other relevant considerations may necessitate reallocation of workload assignments on a short notice.

Instruction loads may vary from quarter to quarter based on the staffing needs, changing student demand, and other pertinent factors. Typically, a faculty member will teach from one to three courses per quarter such that his/her instruction load will sum to the full annual instruction load as discussed by the faculty member and the Unit Head/Director during the Annual Faculty Evaluation.

Teaching one class in a particular quarter does not imply that the faculty member is under assigned nor does teaching three classes in another quarter imply the faculty member is over assigned. Faculty members teaching graduate classes generally will be assigned lower total instruction credit hours compared to other faculty members who are teaching undergraduate courses. Consequently, research expectations for faculty teaching graduate classes are also significantly higher.

Faculty wishing to reallocate their workload among the instruction, research, and service categories may request an adjustment from the Unit Head/Director. The request should include justification and specific information concerning expected outcomes and a projected timetable for achieving the outcomes (see the attached Faculty Workload Adjustment Request Form).

The Unit Head/Director may assign a faculty member a greater workload allocation to research. Significant research allocations are particularly assigned to tenure-track faculty members and such assignments will be maintained unless there is a significant change in.

staffing. Establishing and maintaining a successful research agenda is a requirement for all faculty members wishing to be recommended for tenure and /or promotion Annual progress reports are required for all faculty members. Unit Heads/Directors may also request quarterly updates from some or all faculty members. Expectations and actual performance are to be compared on the basis of the Workload Outcome Assessment Report of each faculty member.

Research is required for promotion, tenure, merit pay, and other performance evaluations. However, workload allocations for research shall be made on the basis of expectations and performance. Poor research performance, for example, might result in higher instruction assignments. But, a faculty member is never relieved of research responsibility with regard to promotion, tenure, merit pay, or other performance evaluations.

Members of the Graduate Faculty are expected to advise, mentor, and otherwise assist graduate students both during and beyond the standard academic year whether or not these faculty members are involved in summer instruction. Doctoral students, in particular, may need assistance with their dissertations during summer quarters and other periods when classes are not in session.

Each faculty member will normally be assigned between 10 and 20 percent workload service responsibility for faculty governance, committee assignments, and other appropriate approved activities inside and outside the University per year.

Each year, during the annual evaluation process, the workload assignment for each faculty member for the coming year will be jointly developed by the Unit Head/Director and the faculty member, with the consent of the Dean. In each of the areas of instruction-research-service, the faculty member, in conjunction with the Department Head/Director, will develop specific, professional objectives for each area. The attainment of these objectives will be evaluated as part of the total evaluation of each area and can influence the workload distribution.

In making workload assignments, the Unit Head/Director shall use the following guidelines:

All tenure-track faculty members normally shall be assigned duties with greater emphasis on research and instruction and less emphasis on service.

This policy recognizes that the service requirement for the above faculty members should be lower than average while they are establishing their research agendas and developing their expertise in instruction.

Tenured graduate faculty may be assigned duties that encompass various combinations of instruction, research, and service.

A faculty member's combination of instruction, research, and service will be determined by the Unit Head/Director and the faculty member. Each faculty member's duties will include a minimum in each area as follows: instruction - 30 percent, research - 30 percent, and service - 10 percent.

It is recognized that circumstances may arise when a faculty member may be called upon to perform duties that will result in substantial deviations from normal workload assignments.

Tenured non-graduate faculty, lecturers, full-time instructors, part-time instructors, and adjunct faculty members normally shall be assigned duties that are primarily in the instruction area; however, duties for full-time instructors will include a minimum of 10 percent research and 10 percent service activities.

In making workload assignments, the Unit Heads/Directors shall use the following considerations:

- student needs
- college and University mission
- department mission
- AACSB accreditation requirements
- program needs
- departmental budget
- departmental service needs
- faculty research agendas
- faculty research performance
- faculty instruction agenda
- faculty instruction performance
- faculty service agenda
- faculty service performance
- class level (doctoral, masters, undergraduate)
- number of class preparations per year
- other pertinent criteria as justified by the Unit Head/Director.

**FACULTY WORKLOAD FORM**  
**COLLEGE OF BUSINESS**  
Louisiana Tech University

This form is to be completed and approved prior to the end of Spring Quarter for all continuing faculty. This form is to be completed and approved prior to the end of Fall Quarter for new full-time faculty.

Department: \_\_\_\_\_ Year: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

<u>Courses</u>	<u>Hours</u>	<u>Percentage</u>
<b><i>Tentative Teaching Assignment*</i></b>		