

College of Engineering
Instructional Workload Policy for Full-Time Faculty Members

The College of Engineering expects its faculty to be active in all areas of scholarship, including teaching, research and service. In particular, tenure-track and tenured faculty members are expected to instruct students in classroom and the research laboratory; mentor students and guide them through research projects; maintain highly-respected, externally-funded research programs that involve students, lead to creation of new knowledge and application of that knowledge to practical benefit of society; disseminate their research findings in top-rated journals and conferences; and contribute significantly to service activities of the department, college, university and their professions. The balance of an individual faculty member's activities among these areas should, and will, vary within and across departments to provide the highest quality educational experience for our students and to best support departmental, college and university strategic initiatives. Although department heads are given broad flexibility when assigning workloads, workloads should be equitable within and among departments and policies for assigning workload should be transparent. These recommendations are intended to provide guidelines to department heads in assigning instructional workloads to full-time tenure-track, tenured and fixed-term faculty members.

Department heads should consider the following guidelines for classroom teaching loads for tenure-track and tenured faculty members:

- The classroom workload assignment for faculty members who are engaged in research and service is expected to be the equivalent of four courses or sections per year, unless other conditions discussed in these guidelines apply.
- Faculty teaching assignments are expected to include undergraduate courses, although the exact distribution between undergraduate and graduate level courses will vary over time.
- Under-enrolled or independent individual study courses do not count towards teaching load unless specifically approved by the department head.
- Departments may provide course release for high-profile, time-intensive instructional, administrative, service, undergraduate or graduate student advising, and research activities.
- With department head approval, faculty members may reduce their course assignments by supporting a portion of their academic-year salaries on research funds. The research salary support should range from 15-25% of academic-year salary per course.
- Normally, faculty are not allowed to buy out of all teaching responsibilities with research funding. The minimum teaching load is one course per year.

Full-time, fixed-term faculty members are typically assigned duties predominantly in one of the three areas of teaching, research and service. As such, the balance of their workloads is expected to be heavier in the primary focal area than that for tenure-track and tenured faculty members.

It is understood that departmental workload policies may differ from these general guidelines. However, departments should take these guidelines into consideration when developing workload policies that support specific departmental needs while fostering equity and transparency in workload assignments.

Effective communication between department heads and their faculty is an essential element when assigning individual workloads. Faculty members should be flexible and expect the distribution of their workloads among teaching, research and service to vary from year to year. However, in the event that a faculty member feels that her or his workload is chronically inequitable and that discussions with their department head have not resolved matters, the faculty member should communicate her or his concerns to the College Ombudsman.