

## *Faculty Workload Policy and Guidelines*

### *Penn State Berks*

The members of the faculty of Penn State Berks enjoy professional prerogatives, among them their participation in determining, in consultation with the academic administrator, their teaching assignments and an appropriate balance of teaching, research, outreach, and service. This policy should be implemented according to the following guidelines (individual divisions should amend these guidelines as needed):

1. Teaching loads for tenured and tenure-track faculty who are active in research/extension should not be less than eighteen contact hours per year. Those who take on other assignments may negotiate their workload with their division head and the associate dean.  
Research active faculty should publish manuscripts, have acceptances for publication, or present scholarly papers at academic conferences within a two-year period. A book or other long-term project may take longer. The faculty member should keep his or her division head and the chief academic officer informed of work in progress. Standards for judging research productivity vary among disciplines. Therefore, definitions of research activity should be clarified by each division in accordance with the standards of each discipline. Further, status of research activity should be affirmed by individual faculty members and confirmed by their division head.
2. Faculty on continuing or fixed term appointments are not asked to do research as part of their appointment; their teaching load should not be less than twenty-four contact hours a year. Those who take on other assignments may negotiate their teaching load with their division head and the chief academic officer.  
Non-tenure line faculty who demonstrate that they are research active should be encouraged in their work and may negotiate a reduced teaching load with their division head and the chief academic officer.
3. Similarly, the teaching load of tenured faculty who are not active in research/extension should not be less than twenty-four contact hours a year.  
Tenured faculty returning to research after a period of inactivity may negotiate their teaching loads with the chief academic officer, and should be given ample time to demonstrate productivity.
4. A faculty member may teach a maximum of two courses per academic year as overload. The extra compensation for these courses (or parts of courses) is set by the college.
5. Activities and assignments which require significant additional time and effort should be part of the workload negotiation for both research active and non-research active faculty. Examples of activities and assignments (these do not include or restrict all possibilities): advising, mentoring, program and course development, program management, recruiting, laboratory maintenance, administrative functions, service and other activities that add to the welfare of the campus.
6. Evaluations of faculty, for salary or other purposes, should be based on the individual assignment that the faculty member has negotiated with the division head.