

Columbus State University Faculty Workload Policy

5/1/17

Columbus State University values the contributions of its faculty to the educational mission of the university through their classroom activities and in other educational and professional endeavors. We are committed to graduating students who can think critically and who are skilled in real-world problem solving. In addition, the University values the faculty commitment to shared governance and its contributions to professional service on campus and in its community. In accordance with the University System of Georgia's policies, faculty members are evaluated based on their performance in teaching, their productivity in research, creative activities and/or academic achievement, their professional growth and development, and their contributions in professional service. Acknowledging the diverse disciplines of its faculty, the university supports an equitable and reasonable workload assignment system. The university follows the guidelines described below and in the Board of Regent policies and practices manuals.

1. GENERAL

1.1 Consistent with the University System of Georgia Human Resources Administrative Practice Manual (HRAPM) a full teaching workload (1.0 FTE) is 15 credit hour equivalents per regular semester. The standard teaching workload for full-time regular (tenure or tenure-track) faculty members at Columbus State University represents 80% of the work effort that is equivalent to 12 credit hours per semester. The remainder of the workload would be dedicated to professional service, professional growth and development, and research/creative activity efforts. For lecturers and senior lecturers, the workload is 15 credit hours per semester. The part-time faculty workload is proportional to the fulltime equivalent appointment (refer to the chart in the HRAPM).

Workload credits are assigned for direct instruction. Teaching loads may be adjusted depending on the relative importance assigned to each of the three areas of responsibility. Adjustments may be made for a variety of instructionally related, administrative, scholarly, and service activities that exceed those responsibilities normally expected of a teaching faculty member upon recommendation of the department chair subject to: (1) approval of the dean, and; (2) approval of the Provost or under established guidelines previously approved by the Provost. During faculty yearly evaluations, faculty members are required to address deliverables for any amount of re-assigned time.

1.2 Assignments of instructional workload credit are made by the dean of each college, with approval by the provost and president, on the basis of recommendations made by the appropriate department chair, school director, or program director (heretofore referred to as chair) in consultation with the departmental faculty. Non-instructional workload assignments greater than 6 workload credits require the approval of the Provost and Vice President for Academic Affairs.

1.3 For regular full-time, nine-month faculty members workload assignments are made for the regular academic year (fall and spring semesters) and do not encompass the summer assignments. Summer assignments for this faculty are made under a separate agreement.

2. CREDIT-GENERATING DIRECT INSTRUCTION

Direct teaching activities generally include face-to-face, hybrid, and online courses, laboratory, studio, and clinical instruction, but may also include a broad range of teaching activities as defined by the college.

3. ADMINISTRATIVE ASSIGNMENTS

Faculty members may receive workload reassignment for administrative activities. The amount of workload credit for administrative duties that a faculty member receives is dependent upon the complexity of the department or program, the duties of the position, and the number of faculty members or students supervised. Positions in which a faculty member may be given an administrative, supervisory, or coordinative assignment directly related to the instructional programs and purposes of the university include

assistant dean, chairperson of a department or director of a school, coordinator of a disciplinary area, and coordinator or director of a center, or a program.

4. DEVELOPMENT OF WORKLOAD STANDARDS AND POLICIES

4.1 University Responsibilities

The Provost and Vice President for Academic Affairs has final responsibility for the approval of academic workloads and is ultimately responsible for ensuring workload equity across the university.

4.2 College Responsibilities and Procedures

4.2.1 The ultimate responsibility for ensuring compliance with workload rules and equity across the individual colleges lies with the college deans.

4.2.2 Within the framework of university workload rules, each college, with formal advice from their constituent departments/schools/programs, will develop policies for assigning academic workloads to faculty members. These policies will be broad enough to encompass the various disciplines within the college while maintaining equity in workload among the faculty. These policies will be approved by the Provost and Vice President for Academic Affairs and will be subject to review every five years.

5. OVERLOADS

5.1 If it is necessary for a faculty member to teach an overload, the faculty member will be compensated. This includes overloads caused by the need of a faculty member to take Family Medical Leave; the unexpected departure of a faculty member; the need for additional sections of a course; or other situations recommended by the department chair and approved by the dean and provost. If the overload is for a partial term, the compensation will be prorated accordingly.

5.2 Overload compensation will be based on the number of semester credit hours of the overload course.

5.3 Faculty whose teaching loads have been reduced as described in Section 1.1 are not eligible to teach an additional course for overload pay. Exceptions will only be considered in extraordinary circumstances with recommendation of the chair with approval of the Dean and Provost.

5.4 eCore and eMajor courses may only be taught as an overload through the same approval process as outlined above. Compensation for teaching an eCampus course is determined by eCampus policy and provided through eCampus.

Contact for Interpretation: Associate Provost for Faculty and Judicial Affairs

FOR OFFICE OF THE PRESIDENT USE ONLY:

Response: Approved

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