

Department of Biological Sciences
DEPARTMENTAL POLICY STATEMENT
WORKLOAD
(modified 7/2006, 1/2007, 4/2007, 5/2007)

According to the current AAUP Faculty Agreement, academic year full-time faculty are expected to carry a workload of 24 credit hour equivalents per year (Fall & Spring semesters). This workload is specified in the Agreement to include professional activities in research, teaching and service. Faculty Specialists have maximum workloads of 30 credit hour equivalents in the academic year and their work assignments may be determined by their letter of appointment. Single semesters may be under- or over-loaded.

Work assignments will be made in a manner consistent with the Agreement (42.§3): The Chair “may assign bargaining unit faculty members to perform, as part of their regular workload, appropriate professional duties which the faculty are qualified to perform. In determining qualifications, chairs shall seek and give serious consideration to the advice of department faculty.” The chair will compile individual workload reports and make them available on an annual basis to all Departmental Faculty. Under no circumstances may this policy conflict with the current Agreement.

The credit hour equivalents of the work assignments for individual faculty members will be determined, on a semester by semester basis, by mutual agreement of the Faculty member, the Department Chair and the unit Faculty, by using the table of credit hour equivalent values presented below.

Research Active Faculty Support:

Dedicated laboratory:	2-6 hrs
Active extramural research, foundation and/or contract funding:	1-4 hrs
Active training funding:	1-4 hrs
Active intramural funding:	1-2 hrs

Service Support:

Departmental Service:	1-3 hrs
Departmental Graduate Advisor:	3 hrs
Standing University/Senate Committee	1 hr
Senate/AAUP representative	1 hr
Senate Office	2 hrs*
AAUP Office	2 hrs*
Other academic and scientific service provision:	1-4 hrs

* or according to AAUP contract

Lecture Teaching Support:

Class level	Class size	Credit hrs
1000-4000	≤30	as listed
1000-4000	31-60	list + 1 hr
1000-4000	61-120	list + 2 hrs
1000-4000	≥121	list + 3 hrs
1000-4000	lab instruction	list + 1 hr
1000-4000 (team)	as above	proportional to full
5000-7000	≤10	as listed
5000-7000	11-20	list + 1
5000-7000	≥21	list + 2
5000-7000	lab instruction	list + 1
New course development		as above + 1-3 hrs
Writing intensive or Capstone		as above + 2

Individual Teaching Support:

4990/4980	as listed
M.S. (Mentorship rotation &/or Committee Chair)	1-2 hrs each
Ph.D. (Mentorship rotation &/or Committee Chair)	1-2 hrs each
Undergraduate Honor's Thesis	1-2 hrs each
Undergraduate Research Mentor	1 hr each

Explanations:

Other academic and scientific service includes increased service loads incurred by dual appointees, service at the State, national and international levels and any other discretionary service agreed upon.

Lab instruction is defined as Faculty involvement in lab sections. TA supervision is covered by credit hours added in lecture/lab based courses (i.e. BIOS 3500 has a 3 hour lecture component + 2 hours for lab supervision = 5 total).