

The University of Tennessee at Chattanooga (UTC) establishes guidelines that determine faculty workload for the academic year. It is the intent of the policy is to establish levels of approving authority to retain a level of flexibility from the department to the office of the Provost. The office of the Provost and Senior Vice Chancellor for Academic Affairs is the proponent for the development of UTC workload policy. The Provost retains the right to adjust the policy as the university's undergraduate or graduate instructional responsibilities change with student population.

Responsibilities:

The Office of Provost is responsible for reviewing the workload policy annually, developing the associated formulas, collecting and analyzing workload data, and ensuring an equitable workload reporting among the university colleges. The Office of the University Provost is responsible for the development of workload policy and associated staffing formula, collection and analysis of workload data, and assurance of comparable workload reporting among departments and across college lines. Additionally, the Office of the University Provost makes decisions regarding exceptions to these guidelines and periodically updates the policy and related staffing formula as needs arise.

Staffing to meet workload requirements is the responsibility of the University Provost. New instructional positions are requested by the department heads and deans as a part of the budgetary process and are justified primarily upon student credit hour (SCH) production. The University Provost makes staffing recommendations to the Chancellor who approves the positions and their funding and authorizes the filling of the positions. The Provost retains the authority regarding exceptions to the guidelines and adjust the policy and workload formulas as needs arise. The Provost may establish an *ad hoc* committee to address necessary changes due to institutional transformation.

The Dean of the College is responsible for the University Workload policy adherence among the departments. With the approval of the Provost, the Dean may allow adjustments to the percentages of faculty workload. The specific allowance is outlined in the definition of the workload formula. The Dean will accumulate the departmental faculty workload reports to ensure that an equitable workload among faculty.

The Department Head is responsible to ensure that faculty members submit semester workload reports. The Head will ensure that the departmental workload is equitable among the faculty. The Head will prepare the faculty workload the semester prior and discuss the faculty member's requirement. The faculty workload will be part of the EDO process. With the approval of the Dean, the Department Head may recommend faculty workload adjustments. The Head is responsible to ensure that the disciplinary needs of the university are met. While the department head is responsible for making faculty workload

assignments, guidelines must be followed that will assure reasonable consistency in making workload determinations among all departments and among all faculty in individual departments. Regardless of how a department head may elect to distribute faculty workloads among the functions of instruction, advising, administration, research/creative activity, institutional/public service and other professional service, positions allocated to the departments for those purposes are allocated on the basis of student credit hours produced. It is the responsibility of the department head to see that assignments are made in such a manner as to achieve departmental objectives and to distribute workloads on an equitable basis.

The faculty member will ensure that their workload is adhered to and completes the requirements agreed upon with the Department head. At the end of the semester, the faculty member will prepare the workload sheet (appendix ***) that will be submitted with the EDO schedule.

Academic year:

The academic year is identified as the fall, spring, and summer semesters. With an agreement with the department head and approved by the College Dean, a nine-month faculty member could designate their academic assignment equivalent to two semesters. The faculty cannot be guaranteed that they will be able to teach their course offered in the summer due to low enrollment but workload will be obtained. The workload policy identifies the student credit hour production at the undergraduate and graduate level.

Undergraduate Student Credit Hour Production:

UTC faculty is expected to produce during their teaching semesters the SCH benchmarked indicated in **appendix *****. Advising students is considered to be an integral part of the teaching obligation, and instructors are expected to give assistance freely to students in their classes. In addition, faculty members are expected to provide competent advising to students assigned for course planning. Policies regarding hours during which faculty members are available for students will be set within individual departments in approval of the department head. Faculty members are expected to establish, publicize, and maintain scheduled office hours during which they are available to students for advising and instruction. Each faculty member is expected to maintain an adequate number of such hours in addition to the regular teaching load and other working hours and to post the scheduled conference hours. Office hour policies are applicable for faculty when teaching in the summer session as well as the regular academic year.

It is the responsibility of the faculty to advance knowledge in their respective academic discipline through individual research, creative writing and analysis, and presenting papers at colloquiums or professional meetings. Research is a means for faculty to remain current and expose students to advanced knowledge in their field of study.

Service is defined as time spent at the university, college, or the departmental level engaging in the planning and success of the university. Faculty are expected to commit themselves to a reasonable amount of service on University-wide committees such as Faculty Senate committees, committees on student discipline and library or computer center operations

Graduate Student Credit Hour Production:

When a faculty member is the principle instructor for a graduate course, the number of student credit hours will account for **** of their workload. The time invested by the graduate instructor to expose graduate students to critical thinking is time intensive. Only one faculty member will be the instructor of record and will receive the reduced workload percentage. If a graduate course is team taught, the percentage will be determined by the amount time a faculty devotes to the course and be agreed upon by the department head. The graduate faculty's remaining student credit hours will be accounted for by teaching undergraduate courses.

Graduate Research

Honors Research

Community Research

External funding Release Time:

The faculty member can also be given release time when the faculty member is awarded external funding and budgeted in the grant proposal. External agencies are classified as funding sources outside of the University of Tennessee System. The amount of release time will be agreed upon by the Department Head and faculty member. Principle Investigator and Co-Principle Investigator(s) will receive approval from their Department Heads prior to submitting external funding proposals. It is the funded faculty member's responsibility to ensure that the replacement instructor is prepared to provide the caliber of instruction. The Dean is the final approving authority taking into account the needs of the college and university.

New Program Development

New Course Development

The department head, with the approval of the Dean or his/her designee, may assign a faculty member a reduced teaching load, with the balance of his/her assigned load consisting of approved advising, administration, research/creative activity, institutional/public service or other professional service. When this is done, however, the number of student credit hours produced by the department is the primary determinant of the number of faculty positions allocated to the department. Allocations of non-instructional assigned time should reflect the mission, goals and needs of the institution. Distribution of

effort should be generally reported in amounts not less than a 5% of total student credit hour load except for academic advising.

The following guidelines are designed to permit the department head the highest practicable degree of flexibility in making faculty workload assignments. Workload assignments should be determined by the department head and discussed with each faculty member individually. Assignment of non-teaching responsibilities and workloads exceeding 10% of student credit hours, or the equivalent, is subject to the approval of the college dean. Each department will complete a summary of Non-Instructional Workload Assignments (**appendix *****) each semester.

The Faculty Workload Report (appendix ***) is designed to record professional activities that will be the basis for the department head's determination of a faculty member's total workload for each semester. This report requires the signature of the faculty member and the department head. The report includes both the instructional and non-instructional assignments for the faculty member reported in credit hour equivalencies. This report requires the approval of the faculty member, the department head and college dean prior to submission to the Office of the University Provost.

Care should be exercised in the assignment and reporting of workload since these data are used both internally and externally for decision-making. The Office of the University Provost analyzes workload data for staffing considerations. Additionally, faculty workload data are reported nationally to the University of Delaware for the Delaware Instructional Cost Study. Benchmark comparisons of instructional costs by academic discipline and course level are developed using these data.

I. Instruction (Faculty Workload Report)

A. Typical Undergraduate Course

A typical undergraduate SCH*** will be within 10% of the department SCH benchmark. Preparations in excess of three regular academic courses per term are strongly discouraged. A faculty member engaged in an active institutional service or research program and teaching courses with which he/she is quite familiar through repetition may request a workload adjustment to reflect more active involvement in the non-teaching activity. The department head may accommodate this request, but not by more than 10% of the workload value of the course.

B. Graduate Courses

The department head may assign *****reduction for a graduate faculty member teaching graduate courses.

C. Honors Courses

D. Courses with Contact Hours in Excess of Credit Hours For courses in which contact hours are

greater than credit hours, such as lab, nursing clinical, studio courses, etc. additional credit may be awarded when it can be demonstrated by the department head that additional contact hours truly require greater effort on the part of the faculty member. To adjust the SCH load of a faculty teaching such a course, the number of contact hours in excess of the credit hours may be multiplied by a factor of 0.5 and then added to the credit hour value of the course. For example, a three-credit hour lab/studio course meets for six contact hours each week. The three additional contact hours exceeding credit hours may be multiplied by a factor of 0.5 and then added to the credit hour value of the course as shown below:

$$6 \text{ Contact Hrs.} - 3 \text{ Credit Hrs.} = 3 \text{ Excess Hrs.} \times 0.5 \text{ Factor} = 1.5 + 3 \text{ Cr. Hr.} = 4.5 \text{ SCH}$$

E. Classes with High Enrollment Setting quantitative cut points at the University level to determine when a faculty member gets additional credit for a course with high enrollment is fraught with potential unfairness. Since the teaching of a large enrollment class may require increased faculty time and effort, depending on pedagogical methods employed, the department head may recommend to the dean additional credit for such teaching, weighing such variables as additional preparation required, increased numbers of papers to be read, outside of class assistance provided to students, as well as the amount of assistance available from TA's or other staff. Where additional credit is warranted, factors greater than one may be used as multipliers. The maximum multiplier a head may use for large enrollment/non-traditional pedagogy courses is ****. The dean will establish college parameters for approving these adjustments.

F. Off-Campus Courses

The time involved in driving to and from off-campus sites, transporting supporting library materials and audio-visual aids, and counseling students may add appreciably to the normal workload of teaching the course on-campus. If the distance traveled and other conditions attending the delivery of an off-campus course justify it, the department head may award up to a maximum of **** of the course for a course taught greater than 25 miles from campus. A second course taught off-campus on the same day and at the same site would not qualify for additional credit.

G. Classes with Less than Minimum Enrollment If a department head is authorized to offer a course which has enrolled fewer than the minimum number of students normally required (viz., 15 lower division, 10 upper division, 8 at 6000 level, 6 at 7000 level), the workload credit which he/she awards should be appropriately adjusted.

H. Student Teaching Supervision and Professional Counseling Program For student teaching supervision, a faculty member may be allowed **** credit for each student teacher assigned, i.e., supervision of four student teachers would be equivalent to a three-hour credit assignment. For the professional counseling program, a faculty member may be allowed ***credit for each student assigned.

I. Problems Courses, Practica, Independent Study, Cooperative Education, Service Learning, and Intern Supervision Courses which do not lend themselves to traditional classroom or laboratory methods but which must be taught in an individual, tutorial or consultative manner are credited to the faculty member on the basis of **** credit for each SCH.

J. Private Instruction in Music/Class Instruction of Instruments/Jazz Combos

a. Private Instruction - Courses providing private instruction in music will provide *** credit hours per one-half hour of instruction or *** credit for each enrolled student. Courses providing private instruction in music will provide .*** credit per one hour of instruction or .*** for each enrolled student. For junior and partial senior recital courses, a faculty member is provided *** credit per student. For the senior recital course, a faculty member is provided *** credit per student. For the graduate recital course, a faculty member is provided *** credit per student.

b. Class Instruction of Instruments (Includes Piano with 6-10 students, Guitar with 6 to 20 students, and Voice with 6 to 15 students) – One credit hour courses designed to provide individualized instruction in applied music in a group setting with 6 or more students, particularly for beginning and intermediate students, and meeting **for two contact hours will be calculated for workload purposes as no more than two adjusted credits.**

c. Jazz Combos – Small jazz ensemble courses with 4 to 8 students awarding one hour of credit will be calculated as two adjusted workload credits in recognition of the preparatory, rehearsal and performance work required of the faculty member.

K. Instructional Improvement Implementation

Efforts to improve an individual faculty member's courses and/or teaching methodology are considered to be a part of one's normal teaching assignment. A faculty member assigned the task of developing a new academic program, or experimenting with new pedagogies or technologies to be officially adopted by the department may be given a workload assignment of up to a **** equivalency during the first semester of piloting the newly developed pedagogy or technology. Greater workload assignment must have the approval of the dean. Credit greater than **** equivalency will require prior approval by the Office of the University Provost.

L. Thesis/Dissertation Supervision Credit for supervising a significant number of graduate student theses or dissertations or undergraduate research/honor's theses may be granted to a faculty member only if he/she has been assigned official responsibility by the department head. For thesis and dissertation supervision, a faculty member may be credited on the basis of ** credit for each SCH. Once a faculty member formally supervises two (2) doctoral dissertations or five (5) master's theses to successful completion, the faculty member will be eligible for a **** release at a future time negotiated with the department head.

II. Non-Instructional Activities The allocation of faculty time to various non-instructional functions such as advising, administration, research/creative activity, institutional/public service or other professional service should reflect the mission, goals and needs of the institution. In determining the credit hour equivalency for the allocation of faculty time to non-instructional functions, the following clock hour to credit hour conversion should be taken into consideration. The projected equivalency teaching time to be allocated should be determined by estimating the number of clock hours required for the effort/project.

50 clock hours = *****

150 clock hours = *****

750 clock hours = *****

It is not necessary to record any activity that is less than **** hours as this implies a precision that is not generally realistic. The designation of alternative professional assignments which are deemed equivalent to all or part of a faculty member's teaching load and approved as a work assignment standing in lieu of it requires the approval of the department head and is subject to the approval of the college dean.

A. Academic Advising

Every faculty member recognizes that a certain amount of advising is part of one's work as a teacher. Answering students' questions, listening to their concerns and helping them with their class schedules, degree plans and other problems are complements to the classroom and, thus, parts of the ordinary workload. A department head may award workload credit for this activity if students are officially assigned to a faculty member as active academic advisees, and a plan has been developed and submitted to the department head for advising and counseling each of these students at least once during the semester. Workload credit may be awarded to a faculty member who is **actively** advising students using the following guideline:

30 advisees = *****

Demonstration of satisfactory advising is required to support the continuation of workload credit for advising.

B. Academic Administration The workload assignment of a department head or other faculty for administrative duties will be determined by the college dean and the University Provost. Factors to be considered are the size of the department, the departmental budget, the departmental institutional service and research effort (contracts and grants), and whether or not there are other members of the staff carrying part of the administrative load. Heads may assign official workloads to faculty members for administrative responsibilities in the department (e.g., coordinators of graduate studies, coordinators of freshman English, coordinators of laboratories, etc.). The work assignment must be defensible as something which clearly supports the mission of the University and which cannot be accomplished through other, more economical means.

C. Departmental Research and Creative Activity

Included in this category are pure and applied research, creative writing, artistic productions (plays, operas, concerts, exhibitions, etc.) and other scholarly endeavors related to a faculty member's area of interest and expertise. This research/creative activity does not include such activities as reading and experimentation performed primarily as preparation for teaching, which are defined as a part of Instruction. The workload assignment in any semester will be determined by the department head and will be based on a qualitative evaluation of a faculty member's past productivity and the potential of the proposed work. **The faculty member will make a written progress report each semester on the research/creative activity for which workload assignment has been made.** Copies of significant reviews, critiques, programs, recordings, artistic productions, etc. will be helpful to the department head as he/she makes an assessment. The continuation of workload assignment for research/creative activity in subsequent semesters will depend upon the extent to which the research/creative activity is productive. The head may assign research workloads up to a **** credit hour equivalency without other approval. Research workloads greater than this will require prior approval of the dean. Research workloads greater than a ***** credit hour equivalency will require prior approval of the University Provost.

D. Institutional/Public Service – Activities External to the University Workload assignments for institutional service can be made only when such service is an accepted responsibility of the University. Workload assignments may include (but are not limited to) work with professional associations, governmental agencies, public schools, business and industrial organizations, health services, etc. Workload assignments may not include membership in or ordinary personal involvement with professional organizations, civic clubs, church groups, etc., nor may they include any kind of service for which extra compensation is paid the faculty member. The workload assignment in any semester will be determined by the department head and will be based on a qualitative evaluation of a faculty member's past productivity and the potential of the proposed work. **The faculty member will make a written progress report each semester on the institutional/public service for which workload assignment**

has been made. Copies of significant reviews, critiques, etc., will be helpful to the department head as he/she makes an assessment. The continuation of workload assignment for institutional/public service in subsequent semesters will depend upon the extent to which the service is productive. If the department head agrees that a faculty member's service to a recognized group is an accepted responsibility of the University, a workload assignment up to a ***** credit hour equivalency can be made without other approval. Granting of greater workload assignments will require the prior approval of the dean. Institutional service workloads greater than a ***** credit hour equivalency will require prior approval by the Office of the University Provost. Non-credit instruction may constitute a portion of a faculty member's assigned workload in this category provided the faculty member does not receive extra compensation for this instruction.

E. Other Professional Activities

1. Instructional Improvement. Efforts to improve an individual faculty member's courses and/or teaching methodology are considered to be a part of one's normal teaching assignment. A faculty member assigned the task of developing a new academic program, or experimenting with new pedagogies or technologies with a view toward departmental implementation may be given a workload assignment of up to a *****credit hour equivalency.

2. Committee Work or University Activities. Faculty participation in the work of committees is generally recognized as the appropriate mechanism through which faculty contribute to the decision-making processes of the university. While the value of collective faculty participation in committee work can hardly be overstated, individual participation varies widely from one committee to another depending on the work scheduled by the committee and the level of interest of a given faculty member. Workload credit is limited to the presidency of the Faculty Senate *****, secretary of the Faculty Senate (***) credit hours), membership on the Liaison Committee ***** hours, and membership on other university committees (applying a standard of *****) credit hour equivalency workload credit for total time devoted to all committee work that averages two hours per week). Faculty members devoting an inordinate amount of time to official university activities (e.g., band, theatre, debate, etc.) may be given workload assignments by the department head. Faculty members working with student groups, which relate to the department or discipline, in an advisory or supervisory capacity, may also be included in this category. Add to these uncertainties the realization that the head must annually evaluate the performance of faculty in each workload assignment. The variation in level of activity among committees and the variations in individual participation of a committee have led to the conclusion that the desired degree of consistency in awarding credit for committee work is not likely to be achieved. The difficulty of developing criteria and procedures for evaluating individual performance on committees and the

tedium of applying evaluation procedures to workload percentages of the low order of magnitude expected for committee assignment have led to a similar conclusion regarding the subsequent evaluation of faculty performance on committees