University Workload and College Reassignment Policy

*University Workload Policy*

Faculty workload consists of three major areas of responsibility: teaching, service, and research.

The standard teaching load of full-time faculty members with the rank of assistant professor or above is 12 semester hours. Size and type of class, not simply number of credit hours, may be considered in establishing an equitable teaching load. Included in the teaching responsibility are such activities as class preparation, maintaining reasonable office hours, grading, and conferences with students.

While the teaching responsibility alone takes the bulk of the available time for faculty, they also have an obligation to carry a fair share of the service responsibility to the University (normally through committee service and student advising), to the community (related to one's professional expertise), and to the profession (through participation in appropriate professional organizations).

Teaching overloads are not permitted for full-time faculty except in emergency situations where student needs are not being met. In such emergencies, no more than one class (or three-hour equivalent) overload will be permitted for the August 15 - May 15 period (fall and spring semesters). No overloads are permitted for intersession or summer terms. It should be noted that teaching overloads in some disciplines are prohibited by their accrediting agencies.

In addition, faculty members have an obligation to engage in scholarly activity beyond that required for preparation of classes. Scholarly activity is defined as research, artistic performance, or creative or technical achievement.

Because of the demands of the three parts of the faculty workload, it is desirable to reduce the teaching load for a faculty member carrying an exceptional service load (e.g., chair of a major committee, administrative duties, a heavy advising load, or comparable responsibilities). Faculty members who regularly engage in significant scholarly activity (including grant proposals) or who teach at the graduate level may also be considered for a reduced teaching load. All reduced teaching loads, including those of department chair, must be justified and approved through administrative channels.

Faculty responsibilities are not confined to the five-day week, to the operating hours of the university administrative offices, or to the Richmond campus.

*Faculty Handbook, Part 5*

Reassignment of Faculty Load for Activities Other Than Teaching.

In the College of Education teaching is recognized as the most important activity in which we engage. However, there are other necessary and valuable contributions that faculty members make to the department, college, university and community for which reassignment of faculty load may be granted. The following applies to all reassignment of teaching load in the College during the academic year:

Reassignment is for specific activities/projects approved by the department chair and dean.

Any full-time faculty member may be reassigned for projects and activities that contribute in a tangible and meaningful way to their department, the College or the University. Examples of reassignment activities include: coordination of programs in units within the department, coordination of clinical programs, recruitment and coordination of cohort groups, participation in scholarship, accreditation activities, new program/course preparation (web or ITV), grant writing, sabbaticals and other projects approved by the chair and dean.
The scope and effort required to fulfill the reassignment should be equivalent to the work effort required to complete a course of the same number of hours (i.e. class preparation, class meetings, grading, individual advising).

All reassignment of teaching load activities will include: 1) a description of the project indicating the benefit to the department, College and/or University, 2) an outcomes statement indicating the tangible results to come from the reassignment, and 3) an indication of the means to be used to determine the outcomes.

At the end of the year (or conclusion of the project) the chair will conduct an outcomes assessment to determine the effectiveness of the reassignment. The chair shall report annually to the dean regarding reassignment activities and outcomes.

Approved: April 26, 2001