

## UNIVERSITY COLLEGE

### **Faculty Workload Policy: Part I**

In supporting its own mission and the land-grant mission of The Pennsylvania State University, University College must establish equitable workloads for its full-time faculty across its twelve campuses. Equitable workloads will ensure that the talents of faculty members are employed wisely and most effectively.

Workload assignments must support the high-quality performance expected for all faculty regardless of type of appointment. Assignments should be made with attention to ensuring balance across the mission for teaching, research, scholarship and creative accomplishments, and service activities within the campus and the College. However, differences within and among these categories of activities may be recognized.

Faculty workloads consist of three components: (1) the instructional workload; (2) expectations appropriate for the type of appointment for research and scholarship for professional development, creative accomplishments and improvement of instructional skills; and (3) service activities. The assigned workload may differ when necessary across faculty and across campuses due to appropriate customization. These variations may occur because of differences in such factors as disciplinary requirements, career stages, class size, instructional delivery models (such as the preparation of labs in addition to lecture sessions), and levels of responsibility for the supervision of internships required for a degree program. Consideration also may be given to special situations, such as ensuring adequate time for a tenure-track faculty member to develop a research agenda or for faculty to develop an on-line course or significant teaching innovation.

Faculty workload assignments must reflect a balance among a variety of campus-specific factors, including but not limited to budget and enrollment considerations and the needs of students, as well as the career interests of faculty members. It is the responsibility of the campus Director of Academic Affairs (DAA), delegated by the Chancellor, to make the workload assignment in consultation with each faculty member following generally accepted guidelines. In fulfilling this responsibility, the DAA will consult as needed with appropriate disciplinary faculty to help ensure workload equity.

Endorsed by the Commonwealth College Faculty Senate March 19, 2003

Approved by Diane M. Disney, Dean, March 19, 2003

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