

AGENDA ITEM: C.2.a.1.

AGENDA TOPIC: Resolution to Modify Faculty Workload Policy, 3356-10-20 (Previous Policy Number 1020.01)

STAFF CONTACT(S): Dr. Martin A. Abraham, Interim Provost and Vice President for Academic Affairs

BACKGROUND: This policy explains the responsibilities faculty members assume in the areas of teaching, scholarship and service when they accept an appointment at Youngstown State University. Participation in these three activities is understood to be a component of a faculty member's total workload

SUMMARY AND ANALYSIS: This policy has been reviewed and no changes were made, except to align the policy with the new numbering system and to indicate the next review.

RESOLUTION:

**RESOLUTION TO MODIFY
FACULTY WORKLOAD POLICY, 3356-10-20
(PREVIOUS POLICY NUMBER 1020.01)**

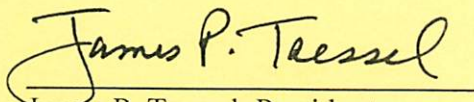
WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of Faculty Workload, Policy Number 3356-10-20 (previous Policy Number 1020.01) of the *University Guidebook*, shown as Exhibit ___ attached hereto. A copy of the policy indicating changes to be made is also attached.

RECOMMEND APPROVAL:


James P. Tressel, President

**Board of Trustees Meeting
June 17, 2015
YR 2015-**

UNIVERSITY GUIDEBOOK

3356-10-20 Faculty workload.

(Former Policy No. 1020.01)

Title of Policy: ~~_____~~ **Faculty Workload**

Responsible Division/Office: Academic Affairs

~~Responsible Approving~~ Officer: Provost & Vice President for Academic Affairs

Revision History: January 2000; March 2010, June 2015

~~Resolution Number(s): _____~~ YR 2000-50; YR 2010-46

Board Committee: Academic Quality and Student Success Affairs

EFFECTIVE DATE: June 17, 2015 ~~March 12, 2010~~

Next Review: 2020 2013 (Changed to 2015 per Guidebook Policy 0001.00)

(A) Policy Statement: Upon accepting an appointment a faculty member assumes responsibilities for teaching, scholarship, and service. Participation in these three activities is understood to be a component of a faculty member's total workload.

(B) Parameters:

- **(1)** Academic departments will create within themselves a “community of expectation” that fosters the continuing professional development of their faculty in the context established by the needs of the College or University.
- **(2)** Academic departmental communities exist within and have a responsibility to the larger “community of expectation” which is the College and University.
- **(3)** The variability of workload distribution related to teaching, research, and service among colleges, departments, and individuals is recognized. Therefore the responsibility for the development of workload policy is at the departmental level and is included in the departmental governance document.

The following guidelines are designed to assist departments as they develop the workload policy:

1. (a) Follow the direction provided by the Ohio Board of Regents and adhere to the provisions of the current *Agreement between Youngstown State University and Youngstown State University Chapter of the Ohio Education Association*, including submission of their statements for review and approval to the College Dean.
2. (b) Base the development of workload policy on the approved written mission, goals, and objectives of the unit, under the aegis of the mission, vision, and goals of the University.
3. (c) Recognize that instructional (other than teaching), scholarly, and service activities are a normal part of a faculty member's professional responsibility. Instructional activities other than teaching include, for example, advising, assessment, curriculum development, etc.
4. (d) Understand that, reflecting individual faculty strengths, interests, and abilities, there will be differences in the assignment of workload responsibilities to individual faculty members within the department.
5. (e) Understand that, given the difference of mission, goals, and objectives among departments, there may be differences in the assignment of workload responsibilities among departments.
6. (f) Reassignment from teaching may be authorized when the faculty member's project or assignment will be substantial and beyond what is ordinarily expected when having a teaching assignment of twenty-four workload hours. Individual faculty members seeking reassignment within departmental guidelines will submit a written statement of their proposal and, ultimately, a written report of the outcomes of the project. Reports must be submitted to the chair within 60 days of the beginning of the term following the reassignment or prior to requesting additional reassigned time.

Alternatives to teaching must be approved by the departmental Chair, the Dean, and the Provost. The Chair and the Dean hold the responsibility to ensure that all proposals are considered fairly and that departmental teaching obligations are fulfilled within an approved budget allocation. The Chair and the Dean will review the outcomes of the assignments. Written records of the proposal, its outcomes, and the review of the Chair and Dean will be kept on file in the department. Subsequent reassignments will be dependent on satisfactory outcomes of the previous projects as determined by the Chair and the Dean.

3356-10-20 Faculty workload.

(Former Policy No. 1020.01)

Responsible Division/Office:	Academic Affairs
Responsible Officer:	Provost and Vice President for Academic Affairs
Revision History:	January 2000; March 2010; June 2015
Board Committee:	Academic Quality and Student Success
EFFECTIVE DATE:	June 17, 2015
Next Review:	2020

- (A) Policy statement. Upon accepting an appointment, a faculty member assumes responsibilities for teaching, scholarship, and service. Participation in these three activities is understood to be a component of a faculty member's total workload.
- (B) Parameters.
- (1) Academic departments will create within themselves a community of expectation that fosters the continuing professional development of their faculty in the context established by the needs of the college or university.
 - (2) Academic departmental communities exist within and have a responsibility to the larger community of expectation, which is the college and university.
 - (3) The variability of workload distribution related to teaching, research, and service among colleges, departments, and individuals is recognized. Therefore, the responsibility for the development of workload policy is at the departmental level and is included in the departmental governance document. The following guidelines are designed to assist departments as they develop the workload policy:
 - (a) Follow the direction provided by the Ohio board of Regents and adhere to the provisions of the current "Agreement between Youngstown State University and Youngstown State University Chapter of the Ohio Education Association," including submission of their statements for review and approval to the college dean.

- (b) Base the development of workload policy on the approved written mission, goals, and objectives of the unit under the aegis of the mission, vision, and goals of the university.
- (c) Recognize that instructional (other than teaching), scholarly, and service activities are a normal part of a faculty member's professional responsibility. Instructional activities other than teaching include, for example, advising, assessment, curriculum development.
- (d) Understand that, reflecting individual faculty strengths, interests, and abilities, there will be differences in the assignment of workload responsibilities to individual faculty members within the department.
- (e) Understand that, given the difference of mission, goals, and objectives among departments, there may be differences in the assignment of workload responsibilities among departments.
- (f) Reassignment from teaching may be authorized when the faculty member's project or assignment will be substantial and beyond what is ordinarily expected when having a teaching assignment of twenty-four workload hours. Individual faculty members seeking reassignment within departmental guidelines will submit a written statement of their proposal and, ultimately, a written report of the outcomes of the project. Reports must be submitted to the chair within sixty days of the beginning of the term following the reassignment or prior to requesting additional reassigned time.

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reassignments will be dependent on satisfactory outcomes of the previous projects as determined by the chair and the dean.