

The ISU College of Business Workload Policy

October 8, 2025

The college workload policy guidelines below shall apply to full-time, tenured and tenure-track academic faculty. The distribution of workload assignments for a tenured/tenure-track academic faculty member will be determined in accordance with the mission and priorities of the University and the goals and needs of that faculty member's college and department/school and shall comply with the 2025-2028 ISU/UFISU Collective Bargaining Agreement.

A 1.0 full-time equivalent workload is twenty-four (24) Credit Hour Equivalents (CHEs) annually, along with routinely expected professional obligations (CBA Policy 30.02.A).

Routinely expected professional obligations of teaching, research, and service for a tenure-track faculty in the College of Business include, but are not limited to:

- Offering office hours for assigned courses
- Assessing and evaluating assigned courses
- Designing and updating course materials
- Disseminating course evaluations
- Attending college and department faculty meetings
- Coordinating with section/sequence leaders on course design
- Supervising independent studies and/or honors projects
- Updating Watermark Faculty Success with a faculty profile and all stages of intellectual contributions
- Mentoring students, including writing/serving as references
- Monitoring and evaluating assigned GTAs and GRAs
- Teaching graduate-level classes
- Peer reviewing journal submissions, manuscripts, and textbooks
- Attending commencement ceremonies
- Supporting alumni outreach efforts
- Supporting student recruitment and retention efforts
- Supporting program review, assessment, and accreditation efforts

Faculty are expected to participate in any of these activities as appropriate but are not expected to participate in all of them simultaneously.

No faculty will be assigned more than 24 CHEs per academic year. Teaching, research, and service activities undertaken beyond the mutually agreed-upon 24 CHE will be considered voluntary, uncompensated work unless otherwise contracted by the college. No excess CHE will be carried forward into the next academic year.

Research and creative activity workloads involve activities recognized as scholarly activity as outlined in our College's AACSB faculty qualification standards. Typical research and creative

activities may include conducting empirical and/or theoretical research that results in quality peer-reviewed journal articles, producing creative works, writing articles for scholarly, trade, and professional outlets, submitting grant proposals, editing scholarly journals, conducting sponsored research, and similar activities.

Those faculty who have met the College's AACSB accreditation faculty qualification standard, which is typically Scholarly Academic for tenured and tenure-track faculty, at the start of the academic term, are expected to be assigned a minimum of 3 CHEs towards research productivity each term. Those who do not meet the College's AACSB accreditation faculty qualification standards could be assigned more than the standard 18 CHEs of teaching responsibilities.

College Teaching Workload Credit Equivalencies

Large section is defined as a class section of over 100 students enrolled.

If an assigned class's enrollment exceeds the provided large section threshold, the employee would receive double CHEs for the course.

Small section below standard minimum enrollment levels is defined as a class section of less than 15 students enrolled, with the exception of courses that involve student teaching.

If an assigned class's enrollment is defined as a small section below standard minimum enrollment levels and the class would otherwise be cancelled due to low enrollment, the employee may, upon mutual agreement with the Chair/Director, elect to teach the class and earn 1.5 CHEs for the course. The Chair/Director may still choose to cancel the course after approval from the College Dean (or Designee).

These thresholds apply to the course count as of the 10th day census and are applicable to all modalities and pedagogies of teaching.

College Administrative and Service Workload Credit Hour Equivalents

The following College activities shall result in reductions of workload by the amounts and categories listed. With the mutual agreement of the Dean, Department Chair, and employee, the College can assign CHE for certain activities that enhance the mission and operations of the College. All values below assume that activities take place over an entire academic year.

Ordinarily, the following administrative roles result in a reduction from the allocated CHEs for teaching:

College-level Directorship (3.0 CHE per semester)

Center, Institute, and Program Director administrative duties must be distinct from the agreed-upon remaining CHEs assigned for teaching, research, and service. Their duties must be enumerated in their position offer letter, which is subject to approval from the Dean.

Ordinarily, the following service roles result in a reduction from the allocated CHEs for research and service:

CFSC, member (0.5 CHE per semester)

COB Committees¹, Chair and Coordinating Team Member (0.5 CHE per semester)

COB Committees, Member (0.25 CHE per semester)

¹ As of the effective date of this policy, that includes Constituent Satisfaction, Curriculum, Human Resource Development, and Tech Teams.