

CAST College Workload Policy

The workload policy guidelines below shall apply to full-time, tenured and tenure-track faculty in CAST. The overarching purpose of the policy is to comply with terms of the 2025-2028 ISU/UFISU Collective Bargaining Agreement (CBA), meet the mission and goals of the university, college, and departments/schools, provide transparency and fairness to faculty, seek equity and consistency across units in the college, and to do so in a fiscally responsible manner.

Faculty workload is based on teaching, scholarly and creative productivity, and service activities, with teaching typically being the area of activity with the greatest workload assignment. A 1.0 full-time equivalent workload is twenty-four (24) credit hours (or equivalent contact hours) annually. The Department Chair/School Director, under the direction of the CAST Dean, is responsible for prioritizing and assigning duties, responsibilities, and teaching schedules consistent with their assessment of program needs and available resources and in compliance with Article 29 of the CBA.

The following guidelines apply to faculty workload with respect to each activity area for CAST faculty. Department and school workload policies must be consistent with these guidelines along with the collective bargaining agreement and university policy.

Teaching Activity

- A. Faculty engaged in sufficient scholarly and creative productivity and assigned institutional, college, and departmental service responsibilities shall not be assigned more than 18 CHEs per academic year for teaching and routinely expected professional obligations.
- B. Routinely expected professional obligations include attending meetings and events, conducting office hours, active participation in student mentoring, evaluating courses, disseminating course evaluations, updating Watermark profile and contributions, and supporting program review, assessment, and accreditation.
- C. While 18 CHEs per academic year is the standard teaching load for CAST tenured and tenure-track faculty, Department Chairs/School Directors may assign faculty fewer than eighteen (18) credit hours to allow faculty members to pursue other activities that support the University mission and the goals and needs of the department or equivalent unit. All reductions below 18 CHEs are subject to Dean approval.
- D. CAST teaching workload assignments are defined by credit hours with one CHE equivalent to one credit hour. Faculty whose contact hours taught substantially differs from the number of credit hours associated with their course assignments should have conversation with their Department Chair/School Director about supports potentially

available such as graduate teaching assistants, undergraduate teaching assistants, or grading assistants. Department workload policies may address rare exceptions. These supports and exceptions are subject to resource availability and Dean approval.

- E. Student mentoring: Mentoring of students is a vital part of the role of faculty in CAST and it is expected that tenure-track and tenured faculty members in the college each play an active role in student mentoring. This can take many forms, including formal mentoring opportunities including independent studies, directed research, culminating projects, and serving on and/or chairing thesis and dissertation committees. While all tenure-track and tenured faculty are expected to contribute to student mentoring in these ways, faculty should not be overburdened with them. A tenure-track or tenured faculty member directing more than five such mentoring experiences in a semester should have a conversation with their Department Chair/School Director about solutions to manage this load appropriately. Solutions may include working to reduce the mentoring experience load or providing supports to help manage the load successfully. Assignment of CHEs to mentoring supervision is only used in unusual experiences and is subject to faculty and Department Chair/School Director agreement and Dean approval.
- F. Clinical, internship, and student teaching supervision: The supervision of clinical experiences, internships, and student teaching varies in scope across programs and departments/schools. Department/school workload policies should outline how workload and CHEs are assigned for these supervision roles. Faculty will not ordinarily be assigned more than three CHEs for these supervision roles in a semester.
- G. Large sections: Enrollment in a course section exceeding 175 students will result in the employee receiving double CHEs for the course.
- H. Small sections: The minimum number of students normally required for a course to be offered is 100-level, 20; 200-level, 15; 300-level or 300/400 dual-listed, 10; 400-level classes, 5. When the minimum enrollment levels are not met, Department Chair/School Director may cancel classes with low enrollment and make other arrangements for students. The faculty member may be assigned to teach another course by the faculty's supervisor or provided another type of assignment to fulfill their expected workload. Assignments other than teaching must be approved by the faculty member's Department Chair/School Director and Dean.
- I. Overload: Overload teaching assignments must be approved by the faculty member, Department Chair/School Director, and Dean. Faculty with approved teaching overload assignment contracts must continue to fulfill service and research and creative activity obligations. Overload compensation for CAST tenure and tenure track faculty is as follows: Assistant professor, \$2,000 per credit hour; Associate professor, \$2,200 per credit hour; Professor: \$2,400 per credit hour.

Scholarly and Creative Activity

- A. Tenured and tenure-track faculty members engage in the work of discovering, disseminating, and applying knowledge and professional expertise. These activities may include (but are not limited to) working in laboratories, studios, clinical or community settings conducting empirical and/or theoretical research, engaging in development or translational work, and/or producing creative works. Toward that end, faculty write articles, books, monographs, and grant proposals, write patents, develop intellectual property, edit scholarly journals, and prepare juried art exhibits, direct centers and institutes, or perform in plays, concerts, or musical recitals.
- B. Faculty engaged in sufficient scholarly and creative productivity will typically be assigned 4-5 CHEs per academic year in scholarly and creative activity.
- C. Buyouts: Faculty members may request a course buyout to work on a sponsored grant or externally funded project. In general, the corresponding percentage of the person's appointment is charged directly to the awarded grant/project budget during the term of the course buyout. In effect the grant/project "buys" the faculty member's released time so the equivalent amount of effort can be spent working on the grant/project activities. Faculty members requesting course buyouts need to collaborate with their Department Chair/School Director to ensure that the scheduling of the buyout will not impede the department's ability to deliver the program's curriculum. Course buyouts for pursuit of external personal or business interests not related to the mission of the college or university will not be granted. The amount compensated by the grant/project shall be consistent with federal grant practices, as well as Office of Research and Sponsored Programs practices. In general, the course buyout must, at a minimum, cover the cost of hiring a replacement to offer the course (e.g. an adjunct instructor) and include fringe costs. A portion of the course buyout amount may be used for funding other related instructional expenses. Buyouts do not release faculty from performing their research and service obligations.
- D. Endowed Chair and Professorships and CAST Research Fellowships: Faculty holding endowed chair/professor positions or CAST Research Fellowships will receive a three-credit hour teaching load reduction per year in consideration of a more significant focus on research activities. This teaching load reduction is intended to yield higher research productivity in the form of increased grant activity and increased quality and/or quantity of publications. Endowed chair/professorships and CAST Fellows are subject to Dean approval and sufficient funding.
- E. Newly hired faculty member: Per Article 30.02.F of the Agreement, each new probationary faculty member may receive one course reduction (3 or 4 CHEs) once during the probationary (pre-tenure) period for each newly hired faculty member. In

CAST, this course reduction will normally take place during the faculty member's first semester at ISU.

Service Activity

- A. Faculty service work may include activities that enhance the scholarly life of the university or the discipline, improve the quality of life of society, or promote the general welfare of the institution, professional and academic societies, the state, the nation, the local community, or the global community. Faculty members may also be assigned administrative responsibilities, including but not limited to, program or graduate coordinator.
- B. Faculty will typically be assigned 1.5-2 CHEs per academic year for service. While service activities are assigned as part of the annual assignment letter, the faculty member's service activities should be developed through consultation between the faculty member and Department Chair/School Director to identify the appropriate type and level of service commitments. Most committees within CAST and its departments and schools will be considered as 0.25-0.5 CHEs per semester in the academic year. Service shall not constitute more than 2 CHEs per academic year without dean approval.
- C. Program Coordination: Responsibilities associated with roles such as program coordinator, assistant chair, or graduate coordinator within a department or school vary widely. Depending on the level of responsibilities and time commitment, faculty members serving in these roles may or may not be assigned CHEs and/or receive a summer stipend for these duties. Department Chair/School Director are responsible for appointing faculty to these roles with faculty approval. Any CHEs or stipend associated with these roles must be approved by the Dean.

Balancing the workload

- A. The workload credit hours equivalencies (CHEs) provided above occasionally make it difficult to achieve workload totals that equal exactly 12 hours per semester. In some cases, research, service and/or departmental coordination assignments may be adjusted to balance out teaching or total workload. Faculty members may be asked to have an unbalanced workload across semesters based on the needs of the department. Variations that do not reduce the overall academic yearly instructional workload but seek to restructure it (e.g., 10 hours of teaching in the Fall semester and 8 in the Spring semester) are permissible if agreed upon by the faculty member, Department Chair/School Director, and Dean.
- B. CHEs cannot be carried over or banked from one academic year to another.