

# The University Workload Policy

## 2025-2028 ISU/UFISU Agreement

The 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 Collective Bargaining Agreement. All workload assignments shall be consistent with the University Workload Policy (UWP), as well as the policies and bylaws of the faculty member's governing department or equivalent units and college. Individual faculty workload is based on teaching/librarianship, research, and service activities, with teaching/librarianship typically being the area of activity with the greatest workload assignment. Each faculty member's workload will consist of assigned activities in each of the areas of teaching or librarianship, research or creative activity, and service, unless otherwise mutually agreed to between a faculty member and their department chair and dean.

Recognizing the great diversity among colleges and departments/schools as to the specific nature of their work, the UWP provides the basic principles on which faculty workload assignment and distribution decisions are based. Each college and each department/school shall have a Workload Policy consistent with these guidelines.

A 1.0 full time equivalent workload is twenty-four (24) Credit Hours (or equivalent contact hours) annually. For Milner Library, equivalent contact hours will be the metric for measuring workload as defined in their College Workload Policy. The Department Chair/Director (or designee), under the direction of the appropriate dean's office, is responsible for prioritizing and assigning duties, responsibilities, and teaching schedules (including adjustments for reassigned time, if any) consistent with their assessment of program needs and available resources and in compliance with Article 29 of the CBA. Additionally, all faculty engaged in sufficient scholarly and creative productivity and assigned institutional and departmental service responsibilities shall not be assigned more than eighteen (18) credit hours (or equivalent contact hours) per academic year for teaching and routinely expected professional obligations. For the purposes of workload, sufficient scholarly and creative productivity means the faculty member can provide evidence that demonstrates continued effort on and progress towards creating and disseminating scholarly and/or creative work in their field. Chairs/Directors, with approval from the dean (or designee) may assign faculty fewer than eighteen (18) credit hours (or equivalent contact 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. Teaching workload assignments may be defined in terms of credit hours or contact hours. The specific formula based on contact hours

must be specified in the applicable College Workload Policy (CWP) or Department Workload Policy (DWP).

The applicable College Workload Policy (CWP) or Department Workload Policy (DWP) shall specify a minimum number of credit hours (or equivalent contact hours) to be assigned for all faculty who meet their College/Department standards for satisfactory research productivity.

Summer teaching assignments are not considered part of the academic year workload for a 9-month contract faculty member. A faculty member who assumes additional teaching responsibilities during the summer must be compensated by means of a summer contract for an agreed-upon amount as described in Article 31.08 of the Agreement.

Overload assignments must be approved by the faculty member's supervisor. Faculty with approved overload assignment contracts must continue to fulfill other assigned duties.

If a faculty member's course fails to enroll a sufficient number of 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. Other assignments must be approved by the faculty member's supervisor and dean.

Faculty members may teach a classroom, laboratory, or equivalent course for a department/school other than their own, and that course may be considered part of the faculty member's standard University teaching workload assignment. The faculty member's supervisor and dean must approve this assignment.

Faculty members shall not receive service credit for community service activities (e.g., personal volunteer work with civic organizations) unless the work is within the faculty member's field of expertise and prior approval is provided from their supervisor and dean (see Appendix II of the University ASPT). The amount of credit shall be determined by mutual agreement. Community service activities not receiving workload credit may be submitted for annual evaluation with approval from their supervisor.

Faculty members shall not receive workload credit for private professional work, consulting, outside employment, and other bases of supplemental compensation unless given approval from their supervisor and dean. Any such activities undertaken without workload credit may not be a factor in workload assessment and determination in any University workload assignments, requests for adjustments, and/or requests for other teaching assignments.

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Per Article 29 of the Agreement, it is the sole responsibility of the department chair/director under the supervision of the dean to make workload assignments. These equivalencies are designed to provide guidance to department chairs/directors in making teaching assignments.

They should not be considered to be guarantees or entitlements regarding teaching workload assignments. With justification, Units may adopt different equivalencies based upon their mission, student demands, and any unique disciplinary considerations.

### **University Workload Credit Equivalencies**

The following University activities shall result in reductions of teaching/librarianship workload by the amounts listed. By mutual agreement between a faculty member and their chair/director and dean (or designee), the credit hours or equivalent contact hours may be applied to their service or research workload. All values below assume that activities take place over an entire academic year.

**University Initiatives** (0.5-6 Credit Hour Equivalents {CHEs} per semester)

CHEs may be awarded to faculty involved in initiatives directly related to the University's Strategic Plan and/or the academic planning set forth by the Office of the Provost, including but not limited to recruitment; the development and implementation of grant proposals; program/curriculum review and development; and accreditation. The value of these reductions shall be determined by the University Provost and/or appropriate college dean.

**Academic Senate Chair** (3 CHEs per semester)

**University Undergraduate Curriculum Committee Chair** (1.5 CHEs per semester)

**General Education Committee Chair** (1.5 CHEs per semester)

**Provost Fellow** (3 CHEs per semester)

**Sabbatical Leave** (12 CHEs per semester)

**Large section** (as defined by individual colleges and departments): may receive credit hours that differ from those assigned for a course in a manner set forth in College and Department Workload Policies.

For example, when enrollment exceeds an established threshold, the employee may receive an incremental increase in CHEs (in steps of 1 additional CHE) based on the level of enrollment above threshold. Alternatively, a college may simply have a threshold defined that when exceeded the employee would receive double CHEs (or more) for the course.

**Small section below standard minimum enrollment levels** (minimum enrollment as defined by individual colleges and departments):

CHEs based on the percentage of standard minimum enrollment level (e.g., if the minimum enrollment in a 3-credit hour course is 10 and there are 5 students enrolled, then the instructor would earn 1.5 CHEs for the course). This only applies for courses which would otherwise be cancelled due to low enrollment. This may only be undertaken by mutual agreement between a chair/director and faculty member. The Chair/Director can still choose to cancel the course after approval from the college Dean (or Designee).

**Newly hired faculty member:** Per Article 30.02.F of the Agreement, a single course reduction (3 or 4 CHEs) once during the probationary (pre-tenure) period for each newly hired non-Milner Library faculty member. Per Article 30.03.F.1, during their probationary period each Milner Library faculty member will receive a 12.5% workload reassignment during a semester mutually agreeable between the faculty member and the Dean (or designee).

### **University Service Workload Credit Hour Equivalents**

Any reassignment should be in the categories of service or research. However, in rare circumstances in which a reassignment of teaching might be warranted, it must be pre-approved by the Employee's supervisor and dean. No faculty member may be assigned university service without their consent. All values below assume that activities take place over an entire academic year.

### **Assignments with Fixed Meeting and/or Workload Commitments**

Academic Senate Executive [Secretary, 4 at-large] (.25 CHE per semester)

Academic Senate Committee Chair (0.5 CHE per semester)

Academic Senator (including Senate Chair) (1.0 CHE per semester)

Council for Teacher Education (0.75 CHE per semester)

Academic Planning Committee (1 CHE per Semester)

Council on General Education (0.5 CHE per semester for members and chair)

IBHE Faculty Advisory Council (0.5 CHE/semester)

### **Assignments with Variable Meeting Commitments**

The Provost (or designee) may set a limit on the maximum number of CHEs for these service assignments but shall be required to specify that limit prior to the beginning of the Academic Year and to provide notice to the committee. The Provost (or designee) may expand this limit at any point during the academic year. Faculty members undertaking such assignments shall not be required to complete additional work upon reaching this limit. In cases where a committee's work is incomplete, any remaining issues will default to the discretion of the Provost (or designee).

University Undergraduate Curriculum Committee (UCC)

University Graduate Curriculum Committee (GCC)

Faculty Review Committee (FRC)

University Review Committee (URC)

Institutional Review Board (IRB)

University-Level Search Committee/Administrative Selection Committee

University Hearing Panel

AFEGC Chair

AFEGC Panel Member

Athletics Council Bylaws

Library Committee

Reinstatement Committee

Textbook Affordability Committee

University Appeals Board

Campus Communication Committee

University Awards (Service/Teaching/Research/Team Excellence) Committee

Bone Scholarship Committee

Restricted Research Review Committee

Honorary Degree Committee

Intellectual Property Committee

Foundation Board

ISU Annuitants Association Board

Police Chief Advisory Council

Parking and Transportation Advisory Committee

Suspension and Dismissal Review Panel

Student Mental Health Support Advisory Council

Gender Expression and Transition Committee

### **Ad Hoc, New, and Other Committees**

For ad hoc committees, committees that do not regularly meet or have routine assigned duties, and/or new committees, the Provost (or designee) shall offer service credit in CHEs for that particular service commitment. This service shall be by mutual consent.

The Provost (or designee) may set a limit on the maximum number of CHEs for these service assignments but shall be required to specify that limit prior to the beginning of the assignment. The Provost (or designee) may expand this limit. Faculty members undertaking such assignments shall not be required to complete additional work upon reaching this limit. In cases where a committee's work is incomplete, any remaining issues will default to the discretion of the Provost (or designee).