Milner Workload Policy

2026-2028

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Introduction

The purpose of this policy is to define the scope of a typical workload for tenured and tenure-track faculty at Milner Library in the three areas that make up a Milner Library faculty member's work: Librarianship, Scholarly and Creative Activities, and Service. This policy broadly defines the categories of Librarianship that are being performed at Milner Library. A faculty member's job description indicates the specific areas in which individuals will work. This document is intended to increase accountability and transparency about appropriate amounts of work done at Milner Library.

In this policy, "faculty" is defined as a tenured or tenure-track faculty member in the UFISU bargaining unit. It exists in tandem with Illinois State University's Collective Bargaining Agreement (CBA), ISU/UFISU University Workload Policy, and Faculty Appointment, Salary, Promotion and Tenure Policies (ASPT). The policy is meant to work in concert with Milner Library's Department Faculty Status Committee (DFSC) and College Faculty Status Committee (CFSC) documentation, individual assignment letters, and internal Milner documents used for DFSC evaluation.

Decisions regarding an individual's workload will be determined through the creation of an annual assignment letter, developed between faculty members, their administrative coordinators (Milner equivalent to "supervisor" as used in the CBA), and Library administration. The activities listed in that letter will comport with the specifics of a faculty member's job description. Flexibility is important, as work is often unique to individual faculty and changes throughout the year.

Contact Hours

The average workload and time devoted to each of these responsibilities may necessarily vary among library faculty and may change from week to week. The successful performance of each of these responsibilities will require library faculty to be away from their primary library workplace for varying periods of time. No changes in duties (Librarianship, Service, or Scholarly and Creative Activities) will be made to annual assignment letters without discussion between faculty and their administrative coordinator.

Milner Library defines 1 contact hour as 1 hour of work performed. As outlined in various documents (CBA, job descriptions, etc.), full-time Milner faculty work on 12-month appointments, and 37.5 hours per week per 5-day workweek. An average workday equates to 7.5 hours (37.5 hours per week). Credit Hour Equivalents (CHEs), the unit of measure

used in the ISU University Workload Policy, will be converted into hours to ensure clarity and consistency. While the CBA and UWP caps routine work obligations at 18 CHEs, the equivalent cap for Milner Library faculty is 37.5 hours per week to remain consistent with converted contact hours and with the 12-month appointments typical of Milner Library employees and the CBA definitions of a standard work week. See the chart below for conversion breakdown and Appendix B for a discussion of how these numbers were determined.

CHE Per semester	**Hours Per Semester (out of 562.5)**	**Hours Per Week (out of 37.5)**
3	140.75	9.5
1	46.75	3
0.5	23.5	1.5
0.25	11.75	0.75
24 CHEs = ~1125 Hours (37.5 * 15 weeks * 2 semesters 12 CHEs = ~ 562.5 Hours (37.5 * 15 weeks)		

Contact Hours Breakdown:

Work for Milner Library faculty is distributed between Librarianship, Scholarly and Creative Activities, and Service. Below is the default percentage breakdown with approximate hours.

- 65% Librarianship: See definitions below. This equates to approximately 24.5 hours per week
- 20% Scholarly and Creative Activities: See criteria below and in DFSC document. This equates to approximately 7.5 hours per week
- 15% Service: See criteria below and in DFSC document. This equates to approximately 5.5 hours per week.

While the above is a standard load for Milner faculty, Library Administration may adjust percentages as determined by mutual agreement with the faculty member, and in consultation with their administrative coordinator, to allow them to pursue other activities that support the University or Library mission and goals, provided these changes do not violate the CBA or University Workload Policy. All adjustments will be reflected in assignment letters and are subject to Dean approval.

Librarianship

Library faculty shall not be assigned more than a weekly average of 24.5 hours (65% per academic year) for Librarianship duties. If librarianship duties consistently exceed this amount, then workload will be reviewed by the faculty member and administrative coordinator to advocate for changes or overload compensation (see "Changes to Workload/Overload" section below).

The faculty member's assignment letter will delineate the approximate percentage assigned to specific librarianship duties, drawn from the following categories. Time devoted to each of these responsibilities varies among library faculty, based on individual job responsibilities. There are no standard contact hours given to any of these categories. Workload must be determined by mutual agreement with the faculty member and administrative coordinator and are subject to Dean approval. These categories have been adapted from the University of Akron University Libraries Faculty Work Load Policy, as well as Milner Library policies, library guides, and faculty feedback.

Archival Services: Managing and maintaining special collections, rare books, and archival materials; accessioning, processing, and providing access to archival materials; organizing collections and providing research and reference services for archival materials.

Assessment: Designing and conducting assessment efforts to evaluate library goals, projects and services; coordinating data collection for reporting to campus, state, and professional units; contributing to library strategic planning and decision-making by encouraging evidence-based and user-centered decision-making.

Cataloging/Metadata: Cataloging library and archival resources; authority work; database maintenance; metadata services, metadata design, creation, and enhancement; preparing and loading records for the catalog; etc. Includes MARC and non-MARC metadata.

Collection Management & Acquisitions: Selecting and purchasing materials; monitoring budgets & curriculums; creating selection & retention policies; reviewing and assessing collections; deselecting materials based on assessment; managing read and publish agreements.

Compliance with Regulations: Monitoring operations to ensure compliance with current regulations, laws, and policies. This includes providing guidance to applicable library personnel for adherence to federal and state depository program obligations.

Data Services: Supporting access to and use of data sets, data services, and other data resources; participating in campus-wide data initiatives; developing and implementing instruction and support services for data; providing support for the development of data management plans and data literacy initiatives.

Digital Collection Services: Administration and development of digitization activities; selection of library and archival resources for digitization; promotion of library digital collections; collaboration with university and community partners to digitize and provide access to cultural heritage materials.

Digital Scholarship: Leveraging digital tools or techniques to extend and enrich traditional methods of research and scholarly output, including text mining, geographic information systems, digital exhibits, digital publications, data analysis and visualization, etc.; consultation and collaboration with faculty, staff, and students on digital scholarship projects.

Donor Relations: Cultivating, developing, and expanding relationships that facilitate the successful donation of materials and other resources to the institution. This includes fostering and strengthening trust and engagement between potential and current donors and the library. Publicizing donated materials via educational venues, media outlets, and other outreach activities. Donor recognition both within the library and appropriate institutional venues.

Electronic Resources: Selecting, managing, and maintaining electronic collections and services; managing licenses; collecting usage statistics, etc.

Leadership and Coordination: Administrative support or coordination duties. This includes supervision/coordination of library faculty, staff, student workers, and interns, as well as strategic planning and project management for the designated area or unit. Administrative support can include consultation in hiring decisions, onboarding, coordination of professional development opportunities, evaluating, mediating conflicts, and developing collegiality, personal support, etc.

Outreach: Collaboration with campus partners; liaison relationship-building with departments; attending departmental meetings; preparing exhibits for public consumption; preparing and facilitating instruction-related activities on areas relating to library services; etc.

Preservation: Identifying physical or digital materials for preservation intervention and/or reformatting; maintaining awareness of environmental conditions and reporting problems; utilizing preservation standards in evaluating materials for

addition to or withdrawal from the collection; overseeing the repair of library materials.

Reference: Reference and service point assistance; research assistance and consultation; assisting patrons, etc.

Scholarly Communication: Collaboration with library personnel and other campus units to provide services that support research and scholarly publishing at the University; educating faculty, students, and staff about their rights as authors, open access (including institutional repository), copyright, and emerging publishing models; extending the reach of scholarship produced at Illinois State University.

Systems: Administering/maintaining the ILS, discovery layer, digital repositories, and other library-related systems; supporting and maintaining hardware and software; etc.

Teaching: Curricular and instructional development including: designing, updating, and delivering information fluency content consistent with the needs and requirements of a course; collaborating with the instructor of record; providing objectives for classes; assessing student output and offering feedback; offering consultation for students and faculty relating to courses; mentoring students, including letters of recommendation; serving on thesis, dissertation, or capstone committees (non-chair); maintaining disciplinary currency in required field(s); creating and maintaining resources to support courses and curricula; developing and coordinating internships for course credit; working with departments and schools to develop, implement, and assess discipline-focused information fluency learning outcomes.

> **Note:** Milner Library faculty acting as instructor of record is typically outside the scope of their regularly assigned workload in the collective bargaining agreement and requires additional compensation or a reduction in workload.

University/Departmental Communication and Participation: Routinely expected professional obligations not specifically designated in a library-specific category, such as attending meetings and events, participating in professional development activities, participating in annual performance evaluations, updating Watermark, contributing to unit/departmental goals, and other activities related to the strategic mission of the institution.

Service

Unless otherwise agreed upon by a faculty member and their administrative coordinator, a weekly average of 5.5 hours (15% per academic year) of the faculty member's workload shall be allocated towards Service, including library, university, regional, national, and international Service. Each faculty member's Service commitments and their associated workload credits will be delineated in their annual assignment letters. Active participation and/or leadership responsibilities in a Service commitment will naturally take more time than nominal membership. Service activities not listed in this policy will be discussed between the faculty member and administrative coordinator. They will recommend scope, timeline, and responsibilities, which are subject to Dean approval.

Milner Library Committees

Service on Milner Library Committees shall result in workload credit reflective of the average time commitment required by the committee and the faculty member's role on the committee. Milner committee service typically takes place over an entire calendar year. The workload designated for a given committee reflects a weekly average, but it is understood that the amount of time required for a committee may fluctuate throughout the year.

Milner Shared Governance Committees

Serving on Library Council, College Faculty Status Committee, Department Faculty Status Committee, Tenure/Tenure-Track Caucus, and Inclusion, Diversity, Equity, and Access Committee shall result in workload credit in the amounts listed below.

	Position	**Hours Per Semester**	**Hours per Week**
Library Council			
	Chair	37-38	2.5
	Vice Chair	37-38	2.5
	Secretary	15	1
	Member	7-8	0.5
Department Faculty Status Committee			
	Member: spring semester	45	3
	Member: fall semester	3-4	0.25
College Faculty Status Committee			

	Member	3-4	0.25
Tenure/Tenure-Track Caucus			
	Convener	22-23	1.5
	Secretary	7-8	0.5
Inclusion, Diversity, Equity, and Access Committee			
	Chair	30	2
	Vice Chair	26-27	1.75
	Note Taker	22-23	1.5
	Member	15	1

Other Milner Service Committees

Service on other ad hoc Milner committees are represented in the Auxiliary Milner Service Committees List. Library administration in consultation with T/TT Caucus will review the auxiliary list of the Milner ad hoc committees on an annual basis to determine that it still accurately represents current Milner service opportunities. Changes will be voted on by a simple majority of ballots cast and given to Library administration for final approval.

If a particular Service commitment is not on this list or if a listed commitment will take additional time in a particular year, any changes can be discussed with the faculty member's administrative coordinator and reflected in their assignment letter.

University Service

ISU's University Workload Policy lists university-level Service activities that receive workload credit. See below for a conversion of those activities from listed CHEs to hours. See Appendix C for details on this conversion. Conversions have been rounded up or down to the nearest quarter of an hour to allow faculty to more easily conceptualize and quantify the various Service responsibilities.

ISU's University Workload Policy includes a list of assignments with variable meeting commitments, and states that, "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" (p.5). Milner faculty selected for these assignments will include this time in their assignment letter along with any other Service commitments for the year, using the supplied conversion appendices for guidance.

University Workload Credit Equivalencies			
Name	**CHE**	**Hours Per Semester**	**Hours Per Week**
University Initiatives	0.5-6	23.5 – 281.25	1.5 -18.75
Academic Senate Chair	3	140.75	9.5
University Undergraduate Curriculum Committee	1.5	70.25	4.75
General Education Committee Chair	1.5	70.25	4.75
Provost Fellow	3	140.75	9.5
Sabbatical Leave	12	562.5	37.5
Assignments with Fixed Meeting and/or Workload Commitments			
Academic Senate Executive	0.25	11.75	0.75
Academic Senate Committee Chair	0.5	23.5	1.5
Academic Senator	1	46.75	3
Council for Teacher Education	0.75	35.25	2.5
Academic Planning Committee	1	46.75	3
Council on General Education	0.5	23.5	1.5
IBHE Faculty Advisory Council	0.5	23.5	1.5

See University Workload Policy for clarification on workload credit given for other University Service commitments not listed in this document.

Professional, Civic, Community, and Other Service

Regional, national and other Service to the profession is part of a Milner faculty member's Service load and will be reflected in their assignment letter.

Civic and community service are fundamental principles of librarianship. To align with ISU's University Workload Policy regarding community service activities (p. 2), 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 by their administrative coordinator and dean. The amount of service credit shall be determined by mutual agreement with the faculty member.

Scholarly and Creative Activities

Unless otherwise agreed upon by a faculty member and their administrative coordinator, a weekly average of 7.5 hours (20% per academic year) of the faculty member's workload shall be allocated towards scholarly and creative activities. Per the CBA, “sufficient Scholarly and Creative Activities 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.” For examples of scholarly activity, see Milner DFSC documents.

Changes to Workload & Overload

Assignment letters will be written and reviewed on an annual basis, and hours adjusted to accurately reflect a faculty member's workload. This annual process will also include reviewing the faculty member's workload to confirm that their average weekly contact numbers fall within an appropriate range (37.5 contact hours per week).

For the purposes of this document, an overload is defined as more than 37.5 average weekly hours. It is acceptable for hours to fluctuate somewhat from week to week, but if the *average* number of hours is greater than 37.5, that faculty member has an overload. In cases where a faculty member is found to have an overload, either:

1) The faculty member's responsibilities will be adjusted so that their average weekly hours no longer exceed 37.5, or
2) The faculty member will be paid overload compensation in accordance with the rates defined in the ISU/UFISU collective bargaining agreement.

The outcome (either reduced duties/workload or overload compensation) shall be documented in the faculty member's assignment letter. All finalized versions of a faculty member's assignment letter should be retained by Library administration to document changes, including dates of revision, and shared with the faculty member. Documentation must also be retained or disposed of according to the University's interpretation of the Illinois State Records Act by Library administration to document whether overload pay was discussed or agreed upon. Digital copies may be stored in a secure shared drive accessible to library administrators, and paper copies in the personnel records securely maintained in the library.

In the event of a significant change in duties, faculty may request a revision of their assignment letter to reflect the new responsibilities. Faculty will examine their workload in consultation with their administrative coordinator and library administration to determine

whether the reassignment results in an overload. Changes that may require a review after assignment letters have been finalized for the academic year include (but are not limited to):

- Temporary or long-term assignment of the faculty member to time-sensitive or high-priority projects outside of the faculty member's normal workload.
- Temporary or long-term assignment of the faculty member to cover some or all of another position's workload due to sabbatical, leave, vacancy, or other unforeseen circumstances.
- Significant increase in the scope of a Service commitment.
- Addition of a significant University Service commitment to the faculty member's workload.
- Added leadership or coordination responsibilities for direct reports.
- Serving as a non-chair member of a master's thesis, doctoral dissertation, or culminating/capstone project.

Library faculty may request a review of their workload for possible overload at any point during the year. This review will be conducted by the faculty member and their administrative coordinator in consultation with Library administration.

As stated in the University Workload Policy, "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)" (p.4). This equates to approximately 70.25 hours per semester, 4.75 hours per week, or 1.5 CHE.

Appendix

Appendix A: Percentages and Hours for 37.5-Hour Week

Total Hours		Percentages of Hours per Week/Month/Semester			
Time	**Hours**	**Percentage**	**Hours /Week**	**Hours/Month (4 weeks)**	**Hours/Semester (15 Weeks)**
1 Week	37.5	10%	3.75	15	56.25
4 Weeks	150	15%	5.625	22.5	84.375
15 Weeks	562.5	20%	7.5	30	112.5
		25%	9.375	37.5	140.625
		30%	11.25	45	168.75
		35%	13.125	52.5	196.875
		40%	15	60	225
		45%	16.875	67.5	253.125
		50%	18.75	75	281.25
		55%	20.625	82.5	309.375
		60%	22.5	90	337.5
		65%	24.375	97.5	365.625
		70%	26.25	105	393.75
		75%	28.125	112.5	421.875

Appendix B: CHE to Hour Conversion

There are 24 CHEs per academic year. This equates to 1125 hours (37.5 * 15 weeks * 2 semesters).

There are 12 CHEs per semester. This equates to 562.5 hours (37.5 * 15 weeks).

This results in the following CHE-to-hour conversions:

CHEs	Hours per semester	Hours per week	Simplified hours per semester*	Simplified hours per week*
3	140.63	9.4	140.75	9.5
1	46.88	3.1	46.75	3
0.5	23.44	1.6	23.5	1.5
0.25	11.72	0.8	11.75	0.75

*Simplified hours have been rounded to the nearest quarter of an hour for ease of use.

Appendix C: Service Credit Hour Equivalencies Breakdown (full table)

University Workload Credit Equivalencies					
Name	**CHE**	**Hours Per Semester**	**Hours Per Week**	**Simplified Hours Per Semester**	**Simplified Hours Per Week**
University Initiatives	0.5-6	23.44 – 281.26	1.6 – 18.75	23.5 – 281.25	1.5 -18.75
Academic Senate Chair	3	140.63	9.4	140.75	9.5
University Undergraduate Curriculum Committee	1.5	70.32	4.68	70.25	4.75
General Education Committee Chair	1.5	70.32	4.68	70.25	4.75
Provost Fellow	3	140.63	9.4	140.75	9.5
Sabbatical Leave	12	562.5	37.5	562.5	37.5
Assignments with Fixed Meeting and/or Workload Commitments					
Academic Senate Executive	0.25	11.72	0.8	11.75	0.75
Academic Senate Committee Chair	0.5	23.44	1.6	23.5	1.5
Academic Senator	1	46.88	3.1	46.75	3
Council for Teacher Education	0.75	35.16	2.4	35.25	2.5
Academic Planning Committee	1	46.88	3.1	46.75	3
Council on General Education	0.5	23.44	1.6	23.5	1.5
IBHE Faculty Advisory Council	0.5	23.44	1.6	23.5	1.5