### University Administration

**Roles:** Writes and submits policy for approval; guides and monitors implementation of workload standards; supplies data on SCH demand to aid in writing of departmental standards.

**Policy Components:**
- Basic time/course load equivalence that can be adjusted based on standards proposed at the department level (e.g., a teaching-only FTE is equivalent to about 15 semester credit hours of instruction in organized undergraduate courses per semester)
- Caps on temporary roles that increase overall workload (e.g., in the aggregate, total effort should not exceed 1.25 FTE).
- Statement that all individuals with tenure-track/tenured faculty appointments greater than 0% should have formal classroom teaching responsibilities.

**Shared Governance:** Policy must be approved by Senate, Provost, and President before submission to System and insertion in HoOP.

### College/School

**Roles:** Guides development and implementation of departmental standards and exceptions; approves departmental standards and exceptions; establishes college-wide standard workload ranges for all appointment types used in the college, for example:

- Tenured/Tenure Track - 40/40/20, 50/30/20, etc. (teaching/research/service)
- Faculty of Instruction - 80/20 (teaching/service)
- Clinical Faculty – 60/20/20 (teaching/research/service)
- Research Faculty – 80/20 (research/service)
- Etc. (variable according to need and disciplinary standards)

Large, diverse colleges may need further differentiation

**Shared Governance:** Departmental standards should be approved by the Dean and a faculty body representative of the types of faculty employed by the college/school. A standing committee may be useful for reviewing/disseminating/maintaining standards over time, and ensuring correlation with college-wide annual review, and promotion and tenure standards. Exceptions should be approved by the Dean and documented in Digital Measures.

### Department/Program

**Roles:** Establishes standards for applying equivalencies to the university-wide time/course load equation; approves exceptions to standards as necessary and appropriate.

Standards may be variable according to need, disciplinary standards, sector level (lower, upper, masters, doctoral), delivery mode (team, f2f, hybrid, online); Differing tracks could be established for tenured faculty (heavy research vs. heavy teaching). **Current standards shall apply until new standards are approved.**

**Shared Governance:** Departmental standards should be developed by an elected faculty committee led by the Chair, and approved by the Chair and a vote of the department faculty. Exceptions for unanticipated circumstances should be approved by the Chair and Dean and documented in Digital Measures. A standing committee may be useful for reviewing/disseminating/maintaining standards over time, and ensuring correlation with departmental annual review, and promotion and tenure standards.

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