

University College Workload

Workload Models Overview:

The workload of faculty members within University College will be designed to allow them to utilize their unique strengths and abilities to benefit Kennesaw State University, subject to the college's and their department needs. Consequently, each faculty member's workload may be unique. There are, however, typical university workload standards expected of full-time UC faculty. With the exception of Lecturers, who will be expected to focus their energies almost exclusively on teaching, faculty members will divide their professional efforts among the performance areas of Teaching (T); Scholarship and Creative Activity (SCA); and Professional Service (PS), as set forth in the faculty member's FPA.

The baseline workload effort expected in the areas of teaching, scholarship/creative activity, and service for the typical tenure-track and tenured teaching faculty are 60%, 30%, and 10% respectively. The minimum workload effort in the area of SCA expected for a tenure-track or tenured teaching faculty expecting to be tenured and/or promoted is 20%. The norm for workload effort expected in the area of service for the typical tenure-track/tenured teaching faculty is 10%. Workload adjustments are made from these norms based on contextual factors, including external funding, departmental needs, etc. Faculty who are not meeting expectations on one workload model will be placed on a different model better utilizing their capabilities and meeting department/college needs. For example, while a rare exception, a tenure-track or tenured faculty member may shift from a 60-30-10 workload to a 70-20-10 workload while still meeting the minimum workload distribution expected for promotion. Such a shift is determined by the chair in consultation with the faculty member based on their performance. As a decrease in SCA effort could adversely impact a faculty member's progression toward tenure, a SCA assignment less than 20% should only occur post-tenure and/or in cases when progress toward promotion to professor is not recommended based on preference performance. Course assignments may be adjusted across semesters in consultation with the faculty member and chair. For example, a 60% teaching load is typically distributed as 3-3, but may be 4-2 or any combination totaling the assigned percentage workload as agreement upon by the aforementioned parties. If the faculty member and the chair cannot reach agreement on the FPA, the dean will make the final determination.

Following are the most common workload distributions approved for UC faculty. Additional illustrative examples of potential FPA workload models can be found in the individual department Promotion & Tenure guidelines. Other workload distribution combinations are possible and can be individualized for faculty with specific, approved goals that support both faculty and departmental/college objectives.

Workload Examples:

Teaching Emphasis (Lecturers and Post-tenure; Not seeking promotion – 90/0/10)

9 course load per academic year
90% Teaching effort
0% SCA effort
10% PS effort

Teaching/Service Emphasis (Lecturers and Post-tenure; Not seeking promotion – 80/0/20)

8 course load per academic year
80% Teaching effort
0% SCA effort
20% PS effort

Teaching/Scholarship & Creative Activity/Professional Service Balance I (Standard - 60/30/10)*

6 course load per academic year
60% Teaching effort
30% SCA effort
10% PS effort

Teaching/Scholarship & Creative Activity/Professional Service Balance II (60/20/20)**

6 course load per academic year
60% Teaching effort
20% SCA effort
20% PS effort

Teaching/Scholarship & Creative Activity/Professional Service Balance III (50/40/10)***

5 course load per academic year
50% Teaching effort
40% SCA effort
10% PS effort

Administrative Service Emphasis (Department Chairperson only; 12-month – 0/0/100)****

0 course load per academic year
0% Teaching effort
0% SCA effort
100% PS effort

*Norm expectations for tenure-track/tenured teaching faculty.

**Minimum expectations for tenure-track/tenured teaching faculty. Additionally, faculty with this workload model must show evidence of significant leadership/productivity in service roles.

***External funding is required for this balance model.

****Recognizing the significant and intended administrative function of the chair position, teaching and SCA are encouraged and valued, but not required for full professors serving in the role. Workload adjustments may be negotiated for a chairperson (or other 12 month administrative faculty) desiring to teach and pursue SCA, particularly if the chairperson (or other 12 month administrative faculty) is seeking promotion in academic rank, in which case the SCA minimum is 20%.

Workload Specifics:

Teaching – Each three-credit hour course equates to 10% of workload effort.

Service – The number of committees or other professional service in which faculty are involved will vary and be delineated in the FPA. Each 10% equates to 120 hours over the standard ten-month contract period. It is incumbent upon the faculty member to keep track of individual service contributions, time spent on service, and the quality and significance of service products and outcomes. See *General Expectations for Promotion, Tenure, and Post-Tenure by Rank* and *Guidelines for each Area of Review: Professional Service* for a more detailed explanation.

Scholarship & Creative Activity - Peer-reviewed publication of scholarship or exhibition (for creative activity) is required for promotion (tenure-track faculty) and tenure. Non-tenure track faculty are not expected to produce scholarship. Peer-reviewed products include published (not accepted or in press) journal articles, books, book chapters, or funded grants. For promotion and tenure purposes, only published (not accepted or in press) products will be considered.

The following table denotes the number of products expected for the UC example workload models. Quantity alone is not the most important aspect of SCA, but rather the quality and significance of the products. See *General Expectations for Promotion, Tenure, and Post-Tenure by Rank* and *Guidelines for each Area of Review: Scholarship and Creative Activity* for a more detailed explanation.

Table 1: Expected Activities in Scholarship and Creative Activity over 5-year period for Tenure-Track Faculty

	Teaching Emphasis	Teaching/Service Emphasis	T/SCA/PS Balance I (60-30-10)	T/SCA/PS Balance II (60-20-20)	T/SCA/PS Balance III (50-40-10)	Admin. Service Emphasis (0-0-100)
Peer-reviewed, peer-adjudicated, and invited publications or creative products	N/A	N/A	4	3	5	0
Peer-reviewed presentations and other peer-reviewed scholarly products or activities	N/A	N/A	2	1	3	0