Faculty Workload

Policy: Faculty Workload

Effective date:

Review date:

Revised:

Responsible Party: Office of the Provost

1. INTRODUCTION AND PURPOSE

Any consideration of faculty workload must recognize the various roles of faculty in fulfilling the mission of the university. At Montana State University, tenurable and tenured faculty have responsibilities in the areas of teaching, scholarship and service. These responsibilities are distributed among the faculty in a unit. Under this policy, each academic unit will develop a Workload Plan consistent with the principles stated in this policy.

2. FACULTY RESPONSIBILITIES

Expectations associated with the faculty member’s responsibilities are guided broadly by the mission of the university, with appropriate adjustments as necessary to fulfill college or unit responsibilities. Individual assignments in teaching, scholarship, and service may vary within a college or unit, and across the university. Some faculty who have been approved to serve in positions that include administrative responsibilities, such as Department Heads or Center Directors, may have a portion of their workload dedicated to the administrative responsibilities while maintaining responsibilities in the other areas of responsibility.

Tenurable and tenured faculty members’ teaching, scholarship and service responsibilities are allocated as a percentage of the faculty member’s total effort in all areas of responsibility. For the purpose of this policy, this distribution of effort will be referred to as the faculty member’s “percentages of effort” or “POE”. The total apportionment across all areas will be 100%. All faculty must have a defined POE in each of the areas of - teaching, scholarship, and service responsibility, distributed such that faculty members have comparable total effort.

The faculty member’s POE in teaching, scholarship and service are initially stated in their letter of hire and reviewed as part of the annual review process. The process for adjusting POE is
described in the Annual Review Policy. A faculty member’s workload assignment will be consistent with tenure and/or promotion and annual review guidelines.

3. WORKLOAD PLAN

Each unit will develop a **Workload Plan** for teaching, scholarship and service assignments that is consistent with the guidelines accompanying this policy. The plan must specify the types of assignments and the distribution of POE in each area of responsibility. The unit plan shall also include the circumstances that would justify variation from the typical workload for faculty. The College’s Dean and the Provost will review and approve each unit’s Workload Plan. The Workload Plan may be reviewed and/or updated at any time. Any change to the unit’s Workload Plan shall be submitted in writing to the College’s Dean and the Provost. Plans will also be reviewed and updated, if appropriate, at the time of the unit’s program review/accreditation. Unit Workload Plans shall:

- Advance unit, college and university goals as stated in the University Strategic Plan and the Academic Plans of the unit.
- Consider unit curricular needs; retention and graduation goals; accreditation requirements; student credit hour requirements for academic programs in the unit and for general education and service courses; unit sponsored research commitments and resource constraints.
- Provide flexibility and responsiveness to the needs of individual faculty and units (over time, over career stage, across the mission, across individuals).
- Align with tenure and/or promotion and annual evaluation guidelines.
- Assure that all faculty contribute to the teaching, scholarship and service mission of the institution.
- Recognize Align with the teaching, scholarship and service activities identified in the Faculty Handbook and the Role and Scope Document of the unit.
- Include expectations associated with scholarship activity that align with the indicators and associated quantitative and qualitative measures specified in the unit Role and Scope Document. Expectations shall be informed by discipline-specific national performance data and identified peer units.
- Include quantitative and qualitative expectations for faculty in each area of workload assignment that align with the mission of the university, the faculty member’s discipline, and the specific role assignments of individual faculty.