

Idaho State University College of Arts and Letters
Implementation Guidelines Supplement to ISUPP 4090 Faculty
Workload Policy

(updated and approved January 2026)

I. INTRODUCTION

This document is the College of Arts and Letters (CAL) supplement to ISUPP 4090 (Faculty Workload). This supplement includes CAL guidelines for implementing university workload policy at the college level. The purpose of this document is to articulate standards and to bring a level of equity, parity, and transparency across CAL faculty and departments. The intention of these guidelines is to allow for flexibility, while keeping accountability, operational efficiency, and fairness in mind, which properly credits the work that faculty members contribute.

II. DETERMINING AND SHARING FACULTY WORKLOAD ASSIGNMENTS

As indicated in ISUPP 4090, ISU faculty are assigned fifteen (15) Workload Equivalency Units [WEU] each semester. The distribution of these workload units in the fields of Instruction, Scholarship, Service, and Administration may vary among faculty.

Faculty will list their WEUs on their annual and periodic evaluations. If a faculty member receives a course release or their workload is not a typical faculty workload, they will include an explanation of their adjusted workload or intended use of a course release in their evaluation as well as a statement about what was accomplished as a result of the course release or adjusted workload. Faculty evaluations will take into consideration workload distribution for the review period.

The following table includes examples of typical ranges for reporting WEUs by common faculty roles (TT = tenured or tenure-track, NTT = non-tenure-track). For example, TT faculty typically have a default of nine (9) Instruction WEUs, and the remaining six (6) WEUs are distributed between Scholarship and Service. So, one TT faculty might have four (4) Scholarship WEUs and two (2) Service WEUs, while another TT faculty might have three (3) Scholarship WEUs and three (3) Service WEUs. Faculty will work with their chairs to determine the distribution of their WEUs before the beginning of each calendar year.

Table 1. Examples of Typical WEUs by Category Across Faculty Roles

WEUs	TT Faculty	NTT Faculty	Department Chair	TT Program Director
Instruction	9	12	3–6	3–6
Scholarship	3–4	0	3–4	3–4
Service	2–3	3	2–3	2–3
Administration	0	0	3–6	3–6
Total	15	15	15	15

III. COURSE RELEASES

Faculty in CAL are eligible to receive course releases for the reasons outlined below. Each type of course release is described in more detail in what follows.

- Administrative work
 - Department chairs
 - Program directors
 - Associate deans
- Scholarship
- Curriculum development
- Student mentorship

A. Administrative Work

Administrative responsibilities are contractual positions outside the bounds of Instruction, Scholarship, and Service. The work of department chairs and associate deans, for example, falls under the category of Administration.

Departments and programs in CAL vary significantly in size and complexity. Therefore, the type and amount of required departmental administrative oversight differs from unit to unit. In all cases, the department chair takes on the bulk of the responsibility for Administration. Additionally, departments rely on faculty for administrative oversight support, which is considered as departmental service and should therefore be counted toward WEU in the category of Service.

Some departmental and/or college administrative support assignments are substantial enough to justify a course release, and in some cases program accreditation requires a specific teaching load for the director. These kinds of assignments, articulated below, are generally referred to as directorships, and they fall into the category of Administration, not Service. When a faculty member takes one (1) administrative course release, three (3) WEUs typically shift from Instruction to Administration.

Department Chairs

Department chairs in CAL receive either one (1) or two (2) course releases per semester, which means that three (3) or six (6) of their WEUs shift from Instruction to Administration. Chairs of larger departments generally receive more course releases than chairs of smaller departments. Specific factors related to the size of the department include the number of students in the department's undergraduate and graduate programs, the number of credit hours generated by the department, the number of faculty and staff in the department, the number of undergraduate and graduate programs in the department, and the department's budget. Course releases for department chairs are built into the structure of each department. Therefore, adjuncts are not hired to replace the courses from which chairs are released. Instead, CAL provides adjunct support to departments in order to fill instructional needs.

Program Directors

Directorships may be considered for a course release. Course releases associated with directorship of a program in a given department are built into the structure of the department. Therefore, adjuncts are not hired to replace the courses from which directors are released. Instead, CAL provides adjunct support to departments in order to fill instructional needs.

The following directorships may be eligible, subject to Dean approval, for one course release per academic year:

- Director of a General Education course or sequence that is either mandatory or consistently involves 15 (or more) individual sections per semester
- Director of a graduate program

- Director of an interdisciplinary program that is not associated with a specific department (CAL generally provides teaching support as needed based on enrollment and/or curricular demand to the home department of the director of interdisciplinary programs that report directly to the CAL Dean)

The following directorships may be eligible, subject to Dean approval, for additional course releases (beyond the above qualifications), up to a maximum of two course releases per semester.

- Director of an externally accredited or certified program
- Director of a program that is self-supported through fees or alternative tuition models
- Director of a graduate program that regularly has more than 30 active students

Associate Deans

CAL associate deans receive two (2) course releases per semester. CAL shall provide teaching support as needed based on enrollment and/or curricular demand to the home departments of associate deans.

B. Scholarship

CAL faculty may receive a course release to support their Scholarship as defined in ISU policy and CAL guidelines. Support for Scholarship course releases may come from a variety of sources, generally internal or external grants, which provide course buyouts for time for scholarly activities. It is expected that the grant provides adjunct support for the department. In this case, a faculty member's WEUs shift from Instruction to Scholarship. More specifically, when a faculty member takes a course release for Scholarship, they increase their Scholarship units by three (3) and decrease their Instruction units by three (3).

C. Curriculum Development

CAL faculty may receive a course release to support curricular development. Support for course releases may come from a variety of sources, generally internal or external grants, which provide course buyouts for curriculum development time. The grant provides adjunct support for the department. In this

case, a faculty member's WEUs do not shift because curricular development is an allied Instructional activity.

D. Thesis and Dissertation Advising

Student mentoring of scholarly activities is central to Instructional activities for faculty in CAL, and thus can be considered as part of their Instructional WEUs. CAL faculty may obtain course releases from credit-focused Instruction to support certain significant student mentorship of research and related scholarly activities. Such mentorship activities include chairing or working as the primary designated advisor for undergraduate theses, graduate theses, or dissertations.

Table 2 summarizes WEU Instructional course release credit typically associated with student mentoring within the College. Some departments may have unique offerings and/or practices not reflected in Table 2 that impact overall faculty instructional workload in a significant way. Consequently, a department can propose additions and/or amendments to the table below. Such proposals will be reviewed by the college Chairs Council and will require approval by the college Dean.

Student mentorship activity across categories and over time can be aggregated to determine current accumulated WEU credit. When a faculty member has accumulated three (3) WEU credits, that faculty member is entitled to a course release. However, only one course release per faculty member for student mentorship of research and related scholarship activities may be taken per academic year. Once used for a course release, those WEU credits will be removed from the faculty member's accumulated count.

If a faculty member is eligible for a course release related to thesis and dissertation advising, but curriculum or program demands do not allow for that course release in a semester in which credits are earned, the faculty member may take the course release in a subsequent semester. The timing for taking a course release should be negotiated with and approved by the department chair. Chairs should make reasonable efforts to support faculty preferences related to the timing of course releases.

Table 2. Instructional WEUs Associated with Advising Theses and Dissertations

Thesis and Dissertation Advising	WEU Credit
Advising to completion an undergraduate thesis	0.5
Advising to completion a master's thesis	1.0
Advising to completion a doctoral dissertation	1.5

When a faculty member takes a course release related to thesis or dissertation advising, their WEUs do not shift because student mentorship of research is an allied Instructional activity. Course releases for student mentorship are built into the structure of each department, and adjuncts are not hired to replace the course from which the faculty member is released.

III. ASSESSING AND AMENDING THIS DOCUMENT

The Dean may ask the College Executive Committee or the Chairs Council to review the procedures contained in this document, and assess the need for changes.

Faculty may request that changes be made to the document. A faculty member will make the request for change first at the department level. If the department votes to support the change, the suggestion will be made to the CAL Chairs Council, which will determine whether to move the suggested change forward for fuller consideration.

Minor changes for clarification or correction will take effect upon approval of the Chairs Council. Other more substantive changes will be submitted for a vote by all full-time college faculty.