

ISU College of Science and Engineering
Guidelines of Departmental Workload Policies
Approved by majority faculty vote on October 13, 2011

Introduction

This document identifies and describes general categories of faculty work and provides guidelines for assigning each faculty member's workload in departments of the College of Science and Engineering. It is intended to provide a means for recognition and documentation of the work that faculty do. Workload assignments are determined by the Department Chair after consultation with the faculty member, and the College Dean is responsible for oversight of the departmental allocation of workload equivalency units within the college.

Because of the wide variety of instruction, scholarly activity, and service completed by ISU faculty, one Workload Policy cannot provide all-inclusive guidelines to define workload equivalencies. Thus, each department is responsible for having a separately approved departmental workload policy that best reflects the activities completed by its faculty. Department workload policies will be subject to annual department review and ratification to ensure they adequately represent departmental activities and conform to the campus-wide workload policy. The role of the Dean is to assure that department policies shall be fairly and uniformly enforced.

Workload Expectations

Faculty in the College of Science and Engineering are expected to meet the workload expectations in all areas required for tenure and promotion in each of their respective departments. Four major types of activities for workload consideration are defined as: Instruction, Scholarly activity, Professional Service, and Administration. All faculty will complete workload expectations as outlined by Departmental workload documents and approved by the College of Science and Engineering. The Department Chair with the approval of the Dean may assign a different distribution of workload to faculty whose activities do not match the distribution typically described in their respective Departmental workload policy. Workload assignments should not conflict with evaluation standards or promotion and tenure policies. Department workload policies shall be taken into consideration during promotion and tenure deliberations.

Workload Reporting

ISU Faculty will complete an annual faculty evaluation using their Department workload document for the previous calendar year's activities. The summary of each faculty member's workload is to be included as part of their annual and periodic performance evaluations, and evaluation for promotion and/or tenure.