

Marshall University College of Science
Policy No. COS-Fac-04
Faculty Workload Policy

Date Policy Effective: Spring Semester, 2022

1. Tenured and tenure-track faculty at Marshall University are expected to maintain activity in all three areas of faculty responsibility; teaching, research, and service. However, the balance of activity between the three areas is not expected to be equal for every person. Faculty members who are significantly more active than their peers in research and/or service may be entitled to reductions in assigned teaching loads. This policy is intended to provide guidance for the assignment of teaching loads in the College of Science, and to balance those assignments against workloads that derive from research and service activities.
2. Faculty positions in the College of Science have base teaching expectations of 12 contact hours per week in each of the Fall and Spring semesters of the regular academic year, for a total teaching load of 24 contact hours per academic year. A teaching load of 24 contact hours per academic year does not exempt a faculty member from activity in research or service. Teaching loads may be unbalanced between the Fall and Spring semesters, but should not exceed 24 contact hours per regular academic year without supplemental compensation. Teaching loads below 24 contact hours per academic year must be justified, and shall be determined based on the principles detailed in this policy.
 - a. Because of the variability of effort required, mentoring of Independent Study and Capstone projects is not counted as part of the regular teaching load. Workload credit for mentoring such courses is addressed in Section 6.o.
3. **Full-time** faculty who are assigned overload teaching, will be compensated according to the schedule in sections 1.2 and 1.3 in **Marshall University College of Science Policy No. COS-Fac-02: Overload/Adjunct Compensation**.
 - a. Approval of payment for a teaching overload will be based on the expected teaching assignment for the academic year. E.g., a faculty member who is assigned to a teaching load above 12 contact hours per week in a semester will not be approved for overload compensation unless the teaching load for the entire academic year exceeds 24 contact hours. Chairs requesting approval for overload compensation shall provide either the teaching load for the previous semester, or the expected teaching load for the following semester during the same academic year.
4. Individual faculty members are eligible to be assigned reduced teaching loads. Reduced teaching loads are always temporary and will revert to 24 contact hours per regular academic year when the conditions that support the reduced load have changed. No faculty member has, or may be promised, a permanent reduction in teaching expectation. However; there is no upper policy limit on the number of academic years for which a reduced teaching load can be assigned, as long as it remains justified.
5. Department Chairs have the discretion to assign reduced teaching loads, but a reduced load shall be justified by one or more elements of this policy. Also, Department Chairs are responsible for ensuring delivery of the department's teaching mission, which means that reduction in teaching load consistent with this policy is not guaranteed. The policy determines the amount of reassigned time that may be given, and department chairs are expected to provide that reassigned time if possible, but not at the expense of fulfilling the department's teaching requirements.
6. Justifications for reduced teaching loads include:
 - a. **Service as a School Director** – School directorships are 12-month positions in the College of Science. Because of the duties associated with directorships, School Directors have teaching load expectations of 6 contact hours per calendar year. Contact hours taught by School Directors, over and above 6-contact hours per

calendar year, will be compensated as shown in sections 1.2 and 1.3 in **Marshall University College of Science Policy No. COS-Fac-02: Overload/Adjunct Compensation.**

- b. Service as a Department Chair** – Department chairs are 9-month positions in the College of Science. Because of the required duties of a department chair, they have teaching loads of 12 to 18 contact hours per academic year, depending on the number of faculty, majors, scheduled credit hours generated, and the department's research activity. Contact hours taught by chairs, over and above the determined base load per regular academic year, will be compensated as shown in sections 1.2 and 1.3 in **Marshall University College of Science Policy No. COS-Fac-02: Overload/Adjunct Compensation.** Because chairs are on 9-month contracts, they are compensated as full-time faculty, i.e. not as overloads, for course instruction during summer semesters.
- c. Establishment of a Research Program** – Contractual reductions in teaching loads may be offered in the College of Science to allow new, tenure-track, faculty members the opportunity to establish robust, externally-funded, research programs. Reductions for this purpose may be 3 to 12 contact hours per academic year. The term of the reductions will be for three academic years and can be renewed through the term of the probationary period, at the discretion of the chair. Teaching load reductions beyond the probationary period may be awarded for other justifications described in this policy.

 - i. Term faculty are not eligible for teaching load reductions under this element of the policy.
 - ii. Faculty members who are awarded reduced teaching loads under this element of the policy, shall be notified that the expectation for research productivity and external funding increase with the amount and duration of the reduction in teaching load.
- d. Recruiting/Mentoring Graduate Teaching Assistants** - Faculty fulfill one or more of the following roles when working with graduate students:

 - Functional Advising (setting a plan of study)
 - Research Advisor/Primary Reader
 - Secondary/Tertiary/etc. Readers
 - Recruiting Graduate Students

This section of the policy is intended to incentivize faculty to act as primary advisors for graduate students who participate in the teaching mission of the department. Chairs can incentivize faculty members who recruit and/or otherwise work to retain teaching graduate students by using the workload calculator to assess the amount of time spent on those activities.

A faculty member who serves as the primary reader/editor for student(s) completing a graduate thesis and is also a GTA/GTR within the College of Science, qualifies for up to 12 hours of reassigned time per academic year, based on the number of students mentored. In the case where a student is co-advised, the amount of reassigned time can be split among the faculty.

- i. A faculty member who serves as the primary advisor for one GTA/GTR during an academic year is eligible for up to 3-hours reduction in teaching load during that academic year.
- ii. A faculty member who serves as the primary advisor for two GTA/GTRs during an academic year is eligible for up to 6-hours reduction in teaching load during that academic year.
- iii. A faculty member who serves as the primary advisor for three to six (3 to 6) GTA/GTRs during an academic year is eligible for up to 9-hour reduction in teaching load during that academic year.

- iv. A faculty member who serves as the primary advisor for seven or more (7+) GTA/GTRs during an academic year is eligible for up to 12-hour reduction in teaching load during that academic year.
- e. **Advising Research/Thesis/non-GTA/GTR Graduate Students** – For faculty with graduate students conducting research or completing theses, who are not serving as a GTA or GTR, reduction in traditional teaching recognizes the time required to supervise graduate research and to review and edit theses. For faculty in this category, the chair should use the Workload Calculation workbook to calculate the appropriate release, but not to the measure for mentoring activities for GTA/GTR students.
- f. **Active Research Grants**
 - i. With academic year time commitment – When applying for external funding, College of Science faculty must submit an up-to-date Current & Pending support form (NSF or equivalent) with the MURC ATS form (<https://www.marshall.edu/murc/files/MURC-Authorization-to-Submit.pdf>) for departmental approval. If approved, academic year commitments that require reassigned time will be accommodated by the department. To qualify for reassigned time, academic year time commitments must be compensated from the grant. Grant salary funds within the academic year will offset an equal amount of state salary funds. The department can petition the Budget Office for the use of salary savings for adjunct/overload compensation as needed. This must include faculty working on the grant as well as the principal investigator. Departments can also request a portion of the salary savings (up to 70%) be allocated to the awardee.
 - ii. Without academic year time commitment – External funding which includes faculty compensation during the summer months only does not automatically provide reassigned time during the academic year. Reassignment from teaching duties will be based upon an estimation of the faculty time commitment to grant activities that are funded to occur during the academic year. For example, a 10% time commitment during the academic year equates to an **average** of 3.75 hours per week. This amount of effort may be accommodated in several ways, and may or may not result in a reduced teaching load. Chairs are strongly encouraged to use the College of Science workload spreadsheet to estimate faculty workloads and adjust them accordingly. **NOTE** – departments shall maintain current and pending support documents on all active faculty members. The amount of academic year time commitment is based on funded grants, and Chairs are expected to work with faculty to be sure that the stated time commitment is proportional to the grant budget and is supported by the proposal. I.e. the duties to be performed during the academic year must be clearly stated in the narrative or budget justification.
 - iii. That support postdoctoral personnel – External funding which supports postdoctoral personnel does not automatically provide a reduction in teaching load. When an agency-approved grant specifies teaching as part of a postdoctoral fellow's duties, and the budget supports the fellow's time, the PI, or PI-designated senior personnel are eligible for reassigned time equal to the amount of teaching being done by the fellow.
 - iv. Grant management – In some cases, the management of a large grant (e.g. NSF EPSCoR RII, NIH COBRE) creates administrative work in addition to, or in the absence of, a specific research role on the grant. When a faculty member takes on the administration of a multi-investigator grant, he or she must notify his or her Chair. A faculty member doing administration for a multi-investigator grant is eligible for up to 6 hours of reassigned time per year.
- g. **Significant Service** – Service is a required element of a faculty member's workload and does not normally justify reassigned time from teaching. However, a faculty member who performs significant service duties at the departmental (e.g. associate chair, undergraduate program director), college (e.g. associate dean) university (e.g. appointment to a president- or provost-directed service duty, faculty senate chair) or scientific community may be eligible for reassigned time. Reassigned time for service duties requires a determination by the Chair of the department that the duties in question are both i) beneficial to the department or college,

and ii) well outside the average service load for the department. Chairs are strongly encouraged to use the College of Science workload spreadsheet to estimate faculty workloads and to help determine when approved service duties justify a reduction in teaching load. The amount of the reduction in teaching load can be estimated by use of the workload spreadsheet.

- h. Participation in activities with release time.** Sabbatical and other university programs come with release time stipulated in the agreement for those programs.
- i. Sabbatical.** This policy makes no alteration to either the College of Science or University sabbatical leave policies. If a faculty member is granted a full-year sabbatical, the teaching load will be 0 for the academic year. If the faculty member is granted a one-semester sabbatical, their teaching load for that academic year will be 12 contact hours. In their non-sabbatical semester, the faculty member will be eligible for a reduced teaching load based on the elements of this policy, with a minimum assignment of 3 contact hours.
- j. Other programs** (John Marshall Scholars, John Marshall Leadership Program, etc). Marshall University offers several programs that are designed to increase a faculty member's competitiveness or competency in research or teaching. Chairs are expected to support applications made by any faculty member, when a clear benefit to the department/college/university is demonstrated. The release time associated with these programs varies, and the lead time for applications and awards made to these programs is often very short. For that reason, faculty who plan to apply for these programs must discuss the plan for release time with his or her Chair in advance of applying, to ensure that faculty are able to meet their teaching obligations for the full academic year while participating in the program.
- k. Sustained Research Productivity** – Once a faculty member qualifies for sustained research productivity, he or she may be given a 6-hour per year release. The minimum standard for sustained research productivity is defined by each department, depending on the discipline. These minimums are set by each department in consultation with the Dean. Productivity-based, course releases greater than 6 hours per year require external funding, and is covered under item 6f, above.
- l. Exceptional Productivity** – This is defined by the department but must include successful external funding and a rate of publication exceeding the rate established using 6k. Faculty deemed as being exceptionally productive with such funding and publications are eligible for up to 12 hours of release in an academic year.
- m. Re-establishing Research Activity** – Except for faculty members covered under item 6c, faculty members who do not meet the minimums set by the department for sustained research productivity as defined using 6k are considered to need improvement or be inactive in research. In order to be eligible for a teaching reduction to re-establish research activity, faculty must use the summer period to either: i) generate data sufficient to submit a funding proposal, ii) complete a manuscript for submission to a peer-reviewed journal, or iii) establish a research collaboration for the purpose of submitting a research proposal. If the faculty member satisfies one or more of these conditions, the department Chair may award up to 3 hours of reassigned time, for a time period not to exceed one academic year. Failure to publish and/or submit a research proposal for external funding will result in loss of eligibility for reassigned time for the purpose of re-establishing research activity. The timeline for reassigned time for the purposes of re-establishing research activity will be set in consultation with the Chair and reflected in the planning page of the Annual Report for the year in which the activity will occur.
- n. High-demand teaching activities** may be eligible for a reduction in teaching load during the academic year. The COS workload calculator will be used to estimate the time required for these activities and assign the appropriate reassigned time. Activities include:

 - i.** With prior chair approval and depending on the complexity and workload involved, a faculty member who is developing a new course or curriculum and teaching that course for the first time, may be eligible for a reduction in teaching load during that academic year.

- ii. A faculty member who is teaching a lab-based course that involved significant set-up time may be eligible for a reduction in teaching load during that academic year.
 - a. A faculty member who is coordinating labs or lectures for a multi-section course may be eligible for a reduction in teaching load in that academic term.
 - iii. Teaching Courses with High SCH Generation – A faculty member who teaches a course or courses deemed as High SCH Generation by the department may be assigned less than a 24-hour teaching load per academic year. The final determination of workload in these courses shall be determined by the Chair.
 - o. **Mentoring Capstone Research and/or Independent Study Research** – The time requirements associated with mentoring activities are estimated in the COS Workload Workbook. Teaching assignments by Chairs may be adjusted based on faculty engagement in mentoring student capstone research or independent study research projects using the workbook.
7. Faculty members who do not have an approved sabbatical leave may not have assigned teaching loads of less than 6 contact hours per academic year. This minimum load holds even if the total of reassigned time available through this policy exceeds 18 contact hours per academic year.
8. **Limitations on Reassigned Time** – As noted in item 5, before release time is granted, all courses must be covered that are required by the department to fulfill graduation requirements. Therefore, reassigned time may be limited at the discretion of the chair or Dean of the college.
9. The justifications contained herein are guidelines for the basis of the policy. Conditions exist within individual departments which may lead to the final determination of workload and release time for any activity, to be determined by the Chair, in consultation with the faculty member. Chairs will have discretion to assign release time when conditions exist that such activity will benefit the department, college, or university.