**Faculty Workload Distribution**

**Brief description of the ACTION Project Team's charge (100 words or less):**

Faculty load at UCO is defined in terms of “credit hours” as specified in RUSO policy 3.1.7 [http://www.rusou.edu/PolicyManual.aspx](http://www.rusou.edu/PolicyManual.aspx).

An 18 credit hour load is considered fulltime and should be equivalent to a standard 40 hour work week. The 18 credit hours are divided between instructional load (12-13.5 credit hours) and non-instructional load (6-4.5 credit hours). The credit hour is therefore a currency that RUSO uses to track faculty load with each credit hour of assignment being equivalent to 2.333 actual workload hours. This team will look at several factors related to how credit hour loads are currently being assigned to faculty at UCO.

1. One factor that impacts the determination of instructional faculty load is how many load credit hours are assigned to various types of courses. For example, a “lecture” is assigned one credit hour for each 50 minutes of contact time per week, and “Laboratories” are assigned 2/3 of a credit hour for each 50 minutes of contact time. The Team will review load assignments for each type of course that the university offers and determine if these load assignments are equitable.

2. Another factor in faculty load is when reassignment time is given to reduce the instructional load and increase non-instructional load. Reassignment is currently provided for a number of reasons such as administrative reassignment (chairs, assistant deans, program directors, etc.), RCSA reassignment (grants and grand development), curriculum reassignment (course development), etc. Administrative reassignment is generally funded directly through adjunct funds and the amount available is relatively permanent within a college. The Team will review current administrative reassignments to determine whether the amounts and types of administrative reassignments are being assigned equitably.

**Expectations and anticipated outcomes from this ACTION Project (this should help define the scope of the ACTION Project):**

1. A summary of current course types and instructional load assignments. A summary of current administrative reassignment practices at UCO.
2. A summary of how other institutions (OK institutions, peers, and others that are demonstrating best practices) are currently defining instructional course load assignments. A summary of administrative reassignment at our peer institutions and those that are demonstrating best practices.
3. Conduct focus groups and/or interviews of 1) deans, 2) chairs, 3) faculty, and 4) administrators to solicit input about current perceptions of faculty load issues including the two identified in this charge.
4. Produce a recommendation and justification for either continuing or revising current faculty load distribution practices.
5. If the team recommends that the university revise current load distribution practices, then the team will provide a summary of specific recommendations and estimates of the resources needed to support those recommendations.
6. A summary written draft document and presentation will be provided to the Provost’s Advisory Council (PAC) for input and review.
7. The team will work with Academic Affairs to vet this recommendation to campus stakeholders in one or more forums for final input.
8. The team’s final report will address any final concerns that are raised.

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<th>Start date:</th>
<th>Deadline for recommendations:</th>
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<td>Dec 1, 2014</td>
<td>April 1 2015 (flexible)</td>
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**ACTION Project Sponsor:**
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**ACTION Project Team Leader:**
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**List the organizational areas and critical processes most affected by this ACTION Project:**
Academic Chairs, Academic Deans, Faculty, Faculty Senate
Resources

1. RUSO Policy Manual discussion of workload

   **RUSO policy 3.1.7:**
   Full time faculty have instructional and non-instructional duties as assigned by the university. Instructional duties include but are not limited to the teaching of assigned classes, evaluating the students in the classes, and meeting with those students who require assistance in their classes. Non-instructional duties include but are not limited to conducting research and other scholarly activity, advising students, serving on committees, sponsoring organizations, and participating in professional organizations. A full-time faculty member should generally carry an instructional load of twelve (12) to thirteen and one-half (13.5) hours per semester and a non-instructional equivalent load of four and one-half (4.5) to six (6) hours per semester so the full-time load would be the equivalent of eighteen (18) hours per semester.

2. College of New Jersey materials on Faculty Workload:
   i. “UCO-Faculty Workload-March 2013.pdf”

3. UCO Faculty Handbook

4. AAUP Statement on Faculty Workloads

5. TIAA-CREF Institute study on changing faculty workforce models