

MEMORANDUM

TO: Executive Committee of Fort Wayne Senate

FROM: Marcia Dixson, Chair
Faculty Affairs Committee

DATE: November 6, 2012

SUBJECT: Faculty Workload Document – Take 2

DISPOSITION: To the presiding officer for implementation

WHEREAS, there were significant concerns about SD 10-14 Faculty Workloads and Evaluation; and

WHEREAS, the bylaws of the senate state that “tenure, academic promotion, . . . academic responsibilities, standards of appointment, and Faculty morale are topics which fall within the area of responsibility of the [Faculty Affairs] Committee” (Senate Bylaws, 5.3.2); and

WHEREAS, there were inconsistencies between SD 10-14 Faculty Workloads and Evaluations and Promotion and Tenure Criteria, particular in regards to 2a) and b) allowing faculty to choose not to have a research release/expectation; and

WHEREAS, Purdue paid faculty have moved from 10 month to 9 month appointments; and

WHEREAS, no guidelines regarding faculty overload existed and this has become relevant to faculty in recent years;

BE IT RESOLVED, the Fort Wayne Senate approves the attached document to supersede SD 10-14 Faculty Workloads and Evaluation.

Workloads and Evaluation for Faculty with Professorial Rank

A faculty member of the professorial ranks is expected to be engaged in the processes of Scholarship, (the acquisition, discovery, appraisal, dissemination of knowledge and creative endeavor), Teaching, (communication of this knowledge and the manner of its acquisition or discovery to their immediate community of students and scholars, to their profession, and to society at large, and making student learning possible) or in the case of librarians, Performance of Librarianship duties, and Service. to the institution (department, college, university), the profession, the community, the state, the nation and/or the world. Faculty have responsibility for the shared governance of the university because the university is a collegial institution and administration exists to enforce the will of the professoriate.

~~The IPFW faculty recognize that Scholarship, Teaching and Service are not mutually exclusive.— Scholarship is a broad category incorporating activities from creative endeavor, disciplinary research (subject specific research), scholarship of teaching and learning (using a range of research methods, from reflection about classroom practices based on systematic observation to the application of research methods, for investigation of teaching and learning) and the scholarship of engagement (a scholarly agenda that incorporates community issues).~~

Within the trajectory of a faculty member's career or because of departmental needs, there may be times when it is desirable or necessary to vary the distribution of an individual's workload. The responsibility for workload assignment resides with the department chair or program director in reasonable consultation with the dean.

IPFW shall practice the following policy on faculty workloads and evaluation:

Workloads

The standard faculty teaching workload at IPFW *during the academic year* is the equivalent of ~~to~~ four three-hour lecture courses *per semester*. This equivalence shall be defined by each department in consultation with the appropriate dean and consistent with university policy. At the time of their initial appointment, unless otherwise provided in writing, tenure-track faculty will teach the equivalent of three three-hour lecture courses each semester and will receive the equivalent of one three-hour lecture course of released time for pursuit of scholarship. There is an expectation of service to department, college and university as part of shared governance of the university.

After the award of tenure and promotion, a faculty member shall continue with the equivalent of three three-hour lecture courses each semester, execution of a scholarly research program, and service to the institution.

If a workload adjustment is necessary or desirable, and a faculty teach four three-hour lecture courses in a semester, there remains an expectation of scholarly activity and service to the institution. However, the expectation of scholarly activity will be modified.

Changes in faculty teaching workload must occur through discussions between faculty and department chair in consultation with the appropriate dean *appropriate administrators*.

~~Summer Workload~~ Summer Teaching

~~Academic faculty are 9-month (Purdue benefited) or 10-month (IU benefited) appointments.~~

One three hour course during the summer semester is equivalent to one month effort during an academic year. ~~one ninth of the standard academic year load.~~

12-Month Faculty

~~Faculty changing from a 9-month appointment to a 12-month appointment should receive salary commensurate with conversion from 9 to 12 months.~~

Overload

While overload assignments may be a good way to address short term needs in dynamic changes of curriculum, they should not be used as a substitute for new tenure-track lines. A faculty with research reduction ~~that~~ who accepts an overload assignment is expected to maintain the same level of research and service activity.

Evaluation

Each department should establish annual evaluation criteria for teaching, scholarship and service effectiveness consistent with department promotion and tenure criteria. The evaluation criteria should be filed with the appropriate dean and the OAA. The OAA shall make these documents publicly available on the OAA website.

Teaching, service and progress in scholarship shall be reflected in annual evaluation commentary and salary increments. Expectations for faculty shall be clearly articulated so that faculty know what is expected of them and how evaluation will take place.

Every effort should be made to equitably reflect and reward each faculty member's contribution to the university community.