

Senate Document SD 97-8
(Supersedes SD 87-32 & SD 93-9)
(Approved, 12/8/1997)
(Amended, 12/13/1999)
(Amended, 3/14/2011)

TO: Fort Wayne Senate

FROM: Faculty Affairs Committee
Michael Downs, Chair

DATE: 21 November 1997

SUBJ: Faculty Workloads and Evaluation (Supersedes SD 87-32 [Faculty Workload,
Evaluation and Reward] and SD 93-9 [Faculty Roles, Workloads, and Rewards])

DISPOSITION: To the Presiding Officer for implementation

WHEREAS, the Fort Wayne Senate directed the Faculty Affairs Committee to consider the matter of faculty workloads and evaluation and to report at its December 1997 meeting;

BE IT RESOLVED, That the Senate approve the attached Faculty Workloads and Evaluation policy.

FACULTY WORKLOADS AND EVALUATION

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

WORKLOADS

1. The standard faculty workload at IPFW is twelve semester credit hours. At the time of their initial appointment, unless otherwise provided in writing, tenure-track faculty with the rank of instructor will teach the equivalent of four lecture courses each semester and tenure-track faculty with the rank of assistant professor or above will teach the equivalent of three lecture courses each semester and will receive the equivalent of one lecture course of released time for research.*
2. Either after the award of tenure and promotion or at least five years after the award of tenure, faculty at the rank of Assistant Professor or above may choose one of the following:
 - a) The equivalent* of three (3) lecture courses each semester and execution of a research program.
 - b) The equivalent* of four (4) lecture courses each semester.
3. Other adjustments in the workload of individual faculty may be made from time to time after consultation between the department chair and the faculty member and with the approval of other appropriate administrators. Overload teaching with or without pay, extraordinary service assignments within or outside the university, student advising beyond what is normal or expected, or research which places great demands upon the faculty member are examples of conditions which may justify such adjustments.
4. Faculty may change their workload as described in 2. above by notifying chairs and deans before the next semester's schedule is finalized. Faculty may initiate discussions with the department chair regarding the adjustments described in 3. above at any time, but adjustments approved shall not be implemented until this can be done without serious inconvenience to the department. Faculty not yet eligible to make these choices shall continue to be responsible for their current workload.

EVALUATION

Annual evaluation criteria for faculty with the research reduction shall include the expectation of teaching and service effectiveness as well as demonstrable pursuit of an active research program. Teaching, service and progress in research shall be reflected in annual evaluation commentary and salary increments. Criteria for teaching, research and service effectiveness shall be established by departments in consultation with deans. These department criteria shall be

available to all faculty in the department.** Criteria shall be filed with OAA for information, and evaluation shall be based on those criteria. Other expectations for faculty shall be clearly articulated so that 1) faculty know what is expected of them and how evaluation will take place and 2) others involved in evaluation understand the process and their roles in it.

Annual evaluation criteria for faculty without the research reduction shall include the expectation of teaching and service effectiveness but not pursuit of an active research program. Teaching and service effectiveness shall be defined and evaluated as described above.

Department chairs and/or department committees will evaluate the service contribution of faculty as defined in appropriate university documents, except that faculty with time excused from teaching and research for service will be evaluated on the basis of their assigned service activities.

In accordance with other university documents where evaluation of teaching, research, and service is described, faculty shall, for promotion, be expected to show appropriate performance in all areas. This document shall not be interpreted as changing criteria for promotion and tenure, nor as affecting the expectation that all faculty will maintain currency in their respective fields. Nothing in this document precludes the promotion of any faculty member to associate or full professor.

Each faculty member shall be treated equitably regarding salary and annual increments. Increments should be based upon the relative value of the professional activity to the department's program and the quality of the individual's performance of assigned professional responsibilities. Promotions, leaves and/or sabbaticals shall not prevent an individual from receiving merit consideration for work accomplished during a review period.

REVIEW

This policy shall be reviewed as necessary or upon request from the administration or the Senate.

*Equivalencies shall be defined by each department in consultation with the appropriate dean and consistent with university policy. Research is understood to mean all forms of scholarly activity and creative endeavor, including pedagogical and applied research.

**In schools without departments, these criteria would be school criteria.