

**SAINT LOUIS UNIVERSITY
SCHOOL FOR PROFESSIONAL STUDIES**

Faculty Course Load Policy
Procedure Number: 2012-07
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1.0 PURPOSE

To define the process for applying the University Policy on Faculty Workload to the School for Professional Studies.

2.0 DEFINITIONS/ASSUMPTIONS

This policy uses the same definition and assumptions as found in the [University Policy on Faculty Workload](#). In addition, additional definitions include:

Tenure-track faculty – Full-time faculty who are required to engage in a high level of scholarship as a part of their faculty requirements, per the Rank and Tenure Guidelines at SPS.

Non-tenure-track faculty – Full-time faculty who are required to engage in minimal level of scholarship as a part of their faculty requirements, per the Rank and Tenure Guidelines at SPS.

SPS assumes all faculty, including those with administrative responsibilities, (except the Dean) serve on a 9-month contract with corresponding stipends to cover non-contract period obligations.

The following rubric is used to guide the assessment of workload units within SPS: A standard 3-credit-hour is equivalent to 3 workload units for both undergraduate and graduate courses.

3.0 DEPARTMENT(S) AFFECTED

Academic units at the School for Professional Studies (SPS)

4.0 POLICY OVERVIEW

The basic standard teaching load at the School for Professional Studies begins at a base of 12 workload units per semester (which equates to a total of four SPS academic terms, two in the Fall and two in the Spring semesters) and, per the university policy, includes “basic service obligations, such as participating in faculty meetings, academic ceremonies, and convocations.” It is assumed that all faculty have a 40-hour workweek and are expected to have school-level requirements for service and scholarship that exceed the minimal requirements laid out in the University policy. Therefore, 3 workload units are considered to be equivalent to 8 hours of work per week (for a total of 32 hours). The remaining hours are to be allocated to scholarship and service activities that exceed the “basic service obligations” as defined above.

The University workload policy is based on a semester format. This means 4 courses would equal 32 hours per week during a given semester, with the remaining 8 hours per week to be spent in service and scholarship activities. However, the compressed nature of an SPS 8-week, 3-credit-hour course implies that such courses would be considered to take 16 hours per 8-week term (i.e., two 8-hour work weeks occurring simultaneously). Therefore, teaching two 8-week courses during a given term (e.g., Fall 1, Spring 2) would be equivalent to 16 hours per course for a total of 32 hours per week.

In a given semester, a standard non-tenure track faculty member with no formal administrative duties would be required to perform the following:

- Teach 12 workload units (4 courses).
- Participate in 8 hours per week split between service and scholarship activities.
- Participate in “basic service obligations, such as participating in faculty meetings, academic ceremonies, and convocations.”

Deviations from the above due to administrative responsibilities and research requirements for tenured and tenure-track faculty, will occur in the following manner:

- For every 8 hours per week expected of a particular administrative position, 3 workload units will be deducted from the teaching requirement.
- Tenured and tenure-track faculty are expected to allocate at least 8 hours per week each semester to research activities, which equates to a release from one course each semester.
- Special school projects (e.g., program review) will come with corresponding allocation of workload units, as determined by the faculty member's immediate supervisor(s).

Deviations can occur beyond administrative duties and tenure/tenure-track requirements. For every 8 total hours per week of expected additional duties, responsibilities, and/or requirements during a given semester, 3 workload units will be deducted. This could include:

- Service requirements that exceed the basic requirements of the workload policy and administrative duties for Program Director, Assistant Director, Associate Dean and other administrator roles that may be added to SPS in the future;
- Research requirements that exceed the standard requirements for tenured and tenure-track faculty (e.g., research projects that produce results and require more than 8 hours per week);
- Graduate student advising requirements;
- Additional or interim administrative duties that exceed the standard time requirements specified above (e.g., assuming an interim title for a period of time);
- Special school-wide projects that necessitate additional effort (e.g., program reviews); and
- Other ad-hoc activities not-specified above that necessitate regular effort

The following faculty positions include recommended administrative workload reductions per semester:

- Associate Deans – 6-9 workload units per semester based on allocation of effort (16-24 hour job requirement per week each semester)
- All other administrative faculty – 3-6 workload units per semester based on allocation of effort (8-16 hours expected administrative requirement per week per semester)

When deciding on workload requirements, the following rubric should be employed:

- For new and existing faculty with formal administrative duties – workload allocation should occur using a consultative approach that can include the faculty member’s direct supervisor, the Academic Excellence Committee, and the Associate Deans. This allocation process is to ensure equity in workload assignments across the school, not just within each program.
- For new and existing faculty without formal administrative duties – workload allocation should occur using a consultative approach involving the faculty member’s direct supervisor and the Associate Deans.
- All decisions should be made during the planning of the subsequent academic year. Deviations can occur with supervisor and Dean approval if unexpected demands/opportunities/requirements surface.
- Per the University workload policy, the Dean has final approval authority.
- All final course load assignments will be communicated to the Academic Excellence Committee to ensure transparency in teaching load assignments.

Additional considerations:

- Appropriate steps should be taken to ensure effort requirements for specific duties are adequate for the outcomes produced (e.g., spending 16 hours a week on research but producing no outcomes of that research would be considered misappropriation of effort). Whenever possible, improvements in processes, tools, and procedures should be made to enhance the efficiency with which responsibilities are performed.
- All faculty, regardless of their workload, will be required to treat participation in “basic service obligations, such as participating in faculty meetings, academic ceremonies, and convocations” as a part of that workload, per the university policy.