Faculty workload is defined as the sum of teaching, research, and service activities provided to the university and its constituencies by faculty. It is recognized that the balance among teaching, research, and service activities will likely vary between individual faculty members housed within distinct units, primarily due to differences in unit missions, unit needs, and faculty strengths/interests. As such, it is essential that all academic units within the College of Health Sciences and Professions develop their own faculty workload policies that are consistent and aligned with the following general guidelines and overarching framework. The development of detailed and comprehensive faculty workload policies at the departmental or school level is consistent with Ohio University Policy and Procedure 18.009 on Faculty Responsibility and Evaluation as well as the Ohio Board of Regents Faculty Workload Guidelines (refer to http://regents.ohio.gov/news/plandocs/status195.html).

The balance among the three major faculty workload elements—teaching, research, and service—is best determined by starting from a position that assumes the primary activity is teaching, and all faculty will be engaged in it. Both of the above documents recommend that departments or schools with active baccalaureate and master’s programs should devote 60 to 70 percent of the unit’s faculty workload resources to teaching. Departments or schools with active baccalaureate, master’s, and doctoral programs should devote 50 to 60 percent of the unit’s faculty workload resources to teaching. While individual faculty teaching percentages or loads will differ depending upon a variety of factors, including for example, level of research activity/productivity, significant service responsibilities, heavy advising loads, class size, class preparations, laboratory sections, and availability/use of teaching or graduate assistants, the ultimate goal for individual units is to ensure that its instructional requirements are met within budgeted targets and existing fiscal and human resources.

Using the above “teaching emphasis” model as a guide, it is expected that the annual semester teaching workload for Group I faculty who are not engaged in an ongoing program of research and scholarly activity and also have minimal service obligations or responsibilities, would be in the range of 18 to 24 credit hours (Group II faculty members would be expected to teach 24 credit hours annually). Of course, most Group I faculty do not have such a one-dimensional workload, as it is expected that all tenured and tenure track faculty will be involved to some degree in all three areas of work. As such, individual teaching loads can be reduced accordingly depending upon a variety of factors such as those mentioned in the preceding paragraph. These decisions will be made at the department or school level based upon the unit’s workload policy. Again, however, the unit must ensure that it will meet its instructional requirements without the need for additional resources.

The distribution of workload effort for individual faculty will be established on an annual basis as part of the Performance Evaluation Plan (PEP) process. The final agreement on the percentage of effort allocated across the three faculty workload components (teaching, research, and service) should be in writing. Annual evaluations of individual faculty should take into account this distribution of workload effort. In addition, these annual individual workload distributions should be an integral part of the review process for all promotion and tenure
decisions. In other words, promotion and tenure committees, as well as merit raise committees, must be informed of each faculty member’s annual workload distribution. Each unit’s faculty workload policy must be integrated and linked to the PEP process and its promotion and tenure guidelines. The workload policy must be consistent with applicable university and college policies/procedures and available in writing to all faculty within the unit. All departmental and school faculty workload policies must be approved by the Dean of the College of Health Sciences and Professions.

11/2/10