Faculty workload is defined as the total of the instructional, scholarly, advising, and professional service activities that faculty provide to the university. A broadly encompassing and detailed workload policy recognizes the contribution that each faculty member makes to the institution.

As a college that offers a substantial range of undergraduate majors and a large number of graduate programs, we recognize a need for faculty workloads to be flexible. Our academic programs vary in their goals and missions and in the constituencies that they serve. Consequently, our workload policy must enable academic programs to serve their constituencies (their students, their disciplines, the citizens of the state of Ohio) within boundaries that are widely accepted by the Scripps College community.

For these reasons the balance among the three major elements—teaching, scholarship/creative activity, and service—that define workload for individual faculty will vary. This balance is determined by creating a model that assumes that the primary activity is effective teaching, and that all members of the faculty will be involved in this activity.

Many different faculty activities are of value to the college. Given that different disciplines place varying weight on these activities, it is necessary that a college-wide workload policy serve as a framework within which each school may articulate its own framework and associated boundaries: the actual workload for individual faculty must be based on a workload policy developed at the school level. These policies must be consistent with the framework established by this document and approved by the Dean of the Scripps College.

For many disciplines, and for most instruction, the maximum workload for tenured or tenure-track faculty would be teaching 12 course credit hours per quarter. The “teaching emphasis” model is simply a conceptual outline within which individual schools can develop more specific workload policies; a tenured or tenure-track faculty member with an expectation for peer-reviewed scholarship or creative activity will not have such a one-dimensional workload. Faculty will regularly assess their individual workloads and reach agreement with their directors on any changes to those workloads. Those agreements are subject to the approval of the dean.

Workload policies furthermore must be linked to school promotion and tenure guidelines and to merit raise procedures. Promotion and tenure committees and merit raise committees must be informed of each faculty member’s workload agreements. Workload policies also must recognize the validity of negotiations with new faculty for temporary workload adjustments so that programs can remain competitive in their efforts to recruit new faculty.