

**School of Social Work
Workload Guidelines Revision
Approved by Provost Office April 6, 2023**

As part of West Virginia University, an R1 land grant institution, the School of Social Work embraces the importance of rewarding excellence in teaching, research, and service. These guidelines are a mechanism for evaluation and for ensuring relevant equity in workload assignments.

The School of Social Work recognizes that contributions will appropriately differ based on position and the terms of appointment. Although faculty might meet full workload effort through different pathways, all faculty who are 1.0 FTE must meet minimum standards required by the University, Eberly College, and the School of Social Work. It is important to ensure that faculty work is equitably distributed, evaluated, and rewarded.

Teaching

The standard teaching expectation for full-time faculty is four teaching equivalents (a teaching equivalent is a 3 or 4 credit hour course) per semester or eight equivalents per academic year. School of Social Work, faculty on twelve-month contracts are also expected to complete two course equivalents per summer.

Tenure track and tenured faculty are expected to demonstrate a significant contribution in teaching, which typically equates to a 40% effort. The teaching load for tenure-track and tenured faculty in the School of Social Work who are research active is ordinarily 2+2 courses per academic year.

Teaching track (nontenure-track) faculty are expected to demonstrate a significant contribution in teaching, which is typically an 80% effort. The typical teaching load for nontenure-track faculty in the School of Social Work is 4+4 courses for an academic year and, for twelve-month faculty, 2 course equivalents in the summer. Teaching loads may be adjusted accordingly depending on the terms of appointment.

Service (clinical) faculty are expected to demonstrate a significant contribution in teaching, which is typically 50% or less of their assignment. Teaching loads for service (clinical) faculty may range from 3 to 5 courses per academic year and, for twelve month faculty, one course equivalent in the summer.

Research

Tenure track and tenured faculty are expected to maintain a significant contribution in research and scholarly activity relevant to the social work discipline. Other professorial rank faculty may be expected to maintain some scholarly activity as indicated by the terms of their appointment. Course equivalents may be reassigned for sponsored research participation. For course

equivalent reassignment related to sponsored research activity, productivity should be sufficient to cover the cost of the instructional reassignment either by course buy-out or indirect cost reallocation.

Service

Regardless of instructional/professorial status, all faculty are expected to participate in service. Service expectations for a faculty member may vary from year to year depending on School of Social Work needs and goals. Service to the School of Social Work is included as part of a typical workload. Significant and ongoing service activities may warrant course equivalent reassignment. Examples include academic administration, coordination, and/or substantial advising assignments. The assignment of course equivalent reductions for service are made upon approval by the Director and are subject to review and approval by Eberly College.

Workload Plan

The distribution of teaching, research, and service for faculty must be specified in an individual annual workload plan in consultation with the faculty member and Director. The Director has authority to shift workload percentages by up to 10% in consultation with the faculty member and workload needs. If it becomes necessary to change the workload plan more substantially during the calendar year, the faculty member and Director should revise the plan and submit the plan for approval by Eberly College. An individual's workload plan must be considered during the faculty member's annual evaluation.

Individual faculty workload should be assessed by the Director annually based typically on a three-year rolling period of productivity. Should faculty not demonstrate participation in activities which warrant course equivalent reassignment, the teaching load should be modified. For example, faculty who have significantly reduced active engagement in research and graduate student research mentorship activities should receive a modification of their assignment. Amendments should be made after consultation with the Director and documented by a Memorandum of Understanding approved by Eberly College.

Additional rationale for modified teaching assignments includes formal or family-related leaves, sabbaticals, administrative assignments, and course buyouts related to sponsored research. Faculty who are in endowed positions may also have further teaching load modifications. Requests for such releases must include documented justification and be approved in advance by the Director and Eberly College.

Examples of Equivalent Teaching, Research, and Service Activities

Teaching Examples	Research Examples	Service Examples
3-4 credit course	Active research productivity including publication of 1-2 peer-reviewed journal	Substantial administrative assignments such as program

<p>Substantial advising assignment in support of student cohort(s) significantly greater than standard academic advising assignments (example, 30 or more advisees)</p> <p>Administrative assignments such as program director, coordinator, or specialist</p> <p>Mentorship of PhD student research/serving on PhD student dissertation committees</p>	<p>article(s) or peer-reviewed book chapter(s)</p> <p>Publication of a scholarly book or evidence of substantial portions progress</p> <p>Submission of, or awarded an external research grant</p> <p>Coordination of an existing grant</p> <p>Other similarly relevant scholarly works</p> <p>Sponsored research sufficient to cover the cost of the instructional reassignment either by course buy-out or indirect cost reallocation.</p>	<p>director, coordinator, or specialist</p>
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Pathways for Workload Assignments

Category	Teaching	Research	Service
<p>Pathway 1</p> <p>Traditional tenure track and tenured- research active</p>	<p>40%</p> <p>2+2</p> <p>Mentorship of PhD student research/ serving on PhD student dissertation committees</p>	<p>40%</p> <p>Publication of 1-2 peer-reviewed journal article(s) or peer-reviewed book chapter(s) annually or publication of a scholarly book or evidence of substantial portions in progress</p> <p>Submission of, or awarded, an internal</p>	<p>20%</p> <p>Service on School of Social Work committees</p> <p>Committee chair</p> <p>Service on college of university committees</p> <p>Service on national or international committees or initiatives</p>

		<p>or external research grant</p> <p>Coordination of an existing grant</p> <p>Other similarly relevant scholarly works</p> <p>Sponsored research sufficient to cover the cost of the instructional reassignment either by course buy-out or indirect cost reallocation.</p> <p>Engagement in presenting research at state, regional, national, or international conferences</p>	
<p>Pathway 2</p> <p>Research-intensive tenure-track and tenured</p>	<p>30%</p> <p>2+1</p> <p>Mentorship of PhD student research/ serving on PhD student dissertation committees</p>	<p>60%</p> <p>Publication of 3 peer-reviewed journal article(s) or peer-reviewed book chapter(s) annually or publication of a scholarly book or evidence of substantial portions in progress</p> <p>Submission and coordination of external grant funding</p>	<p>10%</p> <p>Service on School of Social Work committees</p> <p>Committee chair</p> <p>Service on college or university committees</p> <p>Service on national or international committees or initiatives</p>

		<p>Sponsored research sufficient to cover the cost of the instructional reassignment either by course buy-out or indirect cost reallocation.</p> <p>Engagement in presenting research at state, regional, national, or international conferences</p>	
<p>Alternate Pathway 3</p> <p>Reduced research active tenured faculty</p> <p>Note: Requires formal change of areas of significant contribution</p>	<p>60%</p> <p>3+3</p> <p>Mentorship of PhD student research/ serving on PhD student dissertation committees</p>	<p>20%</p> <p>Publication of 0-1 scholarly publications</p> <p>Sponsored research sufficient to cover the cost of the instructional reassignment either by course buy-out or indirect cost reallocation.</p> <p>Engagement in presenting research at state, regional, national, or international conferences</p>	<p>20%</p> <p>Service on School of Social Work committees</p> <p>Committee chair</p> <p>Service on college of university committees</p> <p>Service on national or international committees or initiatives</p>
<p>Alternate Pathway 4</p> <p>Research active with reduced research assignment due to administrative role assignment</p>	<p>20%</p> <p>1+1</p> <p>Mentorship of PhD student research/ serving</p>	<p>30%</p> <p>Publication of 1 peer-reviewed journal article or peer-reviewed book chapter(s) annually or</p>	<p>50%</p> <p>Substantial programmatic administrative service.</p>

<p>Note: Requires formal change of areas of significant contribution</p>	<p>on PhD student dissertation committees</p>	<p>publication of a scholarly book or evidence of substantial portions in progress</p> <p>Submission of, or awarded, an internal or external research grant</p> <p>Coordination of an existing grant</p> <p>Other similarly relevant scholarly works</p> <p>Engagement in presenting research at state, regional, national, or international conferences</p>	<p>Service on School of Social Work committees</p> <p>Committee chair</p> <p>Service on college of university committees</p> <p>Service on national or international committees or initiatives</p>
<p>Pathway 5</p> <p>Non-tenure track teaching focused</p>	<p>80%</p> <p>4+4 academic year and 2 summer courses if on twelve-month contract</p> <p>May include teaching course equivalent adjustment if assigned substantial advising assignment in support of student cohort(s) significantly</p>	<p>0%</p> <p>Must stay up-to-date in discipline</p>	<p>20%</p> <p>Service on School of Social Work committees</p> <p>Committee chair</p> <p>Service on college of university committees</p> <p>Service on national or international committees or initiatives</p>

	greater than standard academic advising assignments		
Pathway 6	20%-50%	0%	50% -80%
Non-tenure track service focused	<p>2 to 5 courses per academic year depending on terms of appointment and 0-1 course per summer depending on terms of appointment if on a twelve-month contract</p> <p>May include teaching course equivalent adjustment if assigned substantial advising assignment in support of student cohort(s) significantly greater than standard academic advising assignments</p>	Must stay up-to-date in discipline	<p>Substantial service/ administrative activities including program direction, field direction, program coordination</p> <p>Substantial service on School of Social Work committees</p> <p>Committee chair</p> <p>Service on college of university committees</p> <p>Service on national or international committees or initiatives</p>