

STATLER COLLEGE OF ENGINEERING AND MINERAL RESOURCES FACULTY WORKLOAD POLICY

PURPOSE

The purpose of this Statler College of Engineering and Mineral Resources Operating Policy and Procedure (EMR-OP) is to establish a college policy on the workload for the following faculty members: tenure-track faculty, tenured faculty, teaching faculty, service faculty, and research faculty in the Statler College of Engineering and Mineral Resources.

POLICY/PROCEDURE

As part of an R1 land grant institution, the Statler College of Engineering and Mineral Resources expects its faculty to be active in all mission areas, including teaching, research, and service. Faculty workload can consist of a combination of these activities. The workload for academic faculty follows the University Guidelines. The current workload, for 1.0 FTE, is equivalent to 24 credit hours per year (8 3-credit hour courses), which includes time allocated for teaching, research, and/or service. Due to the variation in section sizes, the level of the course (undergraduate or graduate), multiple sections, and other factors to be considered, department chairs are expected to use their guidelines in assigning teaching loads for their faculty.

Department Chairs are responsible for deciding on the sufficiency of active research and/or service and/or teaching agenda. This decision is made with input from the individual faculty member. Each year, during the annual review process, the department chair will address each faculty member's teaching load relative to productivity in research and/or service activities, as well as the teaching needs of the department. The balance of an individual faculty member's activities among these areas should, and will, vary within and across the different departments in the college to provide the highest quality educational experience for our students and to best support departmental, college and university strategic initiatives.

Below are the guidelines for teaching load assignments:

- *Teaching faculty members* with a full-time appointment are assigned the equivalent of 24 credit hours (or eight 3 credit hour courses) per academic year. If teaching faculty are involved in significant advising, curriculum development, service, or research their teaching load can be reduced accordingly by working with their department chair.
- *Full-time, tenure track faculty members* in their first and second years, as a general rule, are assigned six credit hours (two 3-credit hour courses) during the academic year. They are expected to establish their research and show significant progress toward tenure by producing research proposals, securing funding, and writing papers for journals and conferences. Their progress towards tenure will be assessed during their annual review.
- *Full-time, tenure track faculty members* who have three or more years of service at WVU, as a general rule, in disciplines that offer a doctoral degree (which is the case of most programs in the college) the average teaching load for faculty members involved in student advising, curriculum development, and externally funded research is usually equivalent to 12 credit hours per academic year (4 3-credit courses).

- *Research Faculty* who are involved in teaching can typically teach up to six credit hours (two 3-credit hour courses) during the academic year.
- *Service Faculty* who are involved in teaching can typically teach up to 12 credit hours per academic year (4 3-credit courses).

Department Chairs may reduce or increase the assigned number of courses and corresponding credit hours depending upon several factors including the nature of the course (undergraduate and graduate), size of the classes being taught, number of graduate students supervised, course development, etc. In addition, for full-time faculty members taking on substantial approved service duties, the department chair may increase the service commitment and lower the teaching and/or research commitment, resulting in fewer course assignments. Likewise, for a faculty member displaying sustained very high research activity, the department chair may increase the research commitment and decrease the teaching and/or service commitment. Conversely, a full-time faculty member exhibiting sustained very low research activity may have the research portion decreased and the teaching and/or service portion increased, resulting in more course assignments or service commitments. The department chair is responsible for assessing the sustained level of research activity taking into consideration annual research expenditures; direct supervision of graduate students, post-doctoral scholars; and dissemination of research results in archival scholarly publications. For changes that may impact the areas of significant contribution for a faculty member, the department chair needs to work with and obtain approval from the Dean and the Provost.

Furthermore, full-time faculty members with the approval of the department chair have the option of reducing their teaching loads by buying out one course a semester. For a course buyout, the expectations of research productivity will increase for that semester. Normally, faculty are not allowed to buy out of all teaching responsibilities with research funding. The minimum teaching load is one course per academic year.

Departments should take these guidelines into consideration when developing workload policies that support specific departmental needs while fostering transparency in workload assignments.

REVIEW

This EMR-OP will be reviewed every five years (or whenever circumstances require an earlier review) by the Statler Leadership Council with recommendations for revision presented to the Dean.

Approved by the Provost's Office 4/26/2022