

DAVIS COLLEGE FACULTY WORKLOAD DOCUMENT

Purpose

The purpose of this workload document is to establish guidelines that set standard expectations for Davis College faculty members who have an annual plan of work drafted by Directors. These include faculty members who are tenure-track, tenured, full-time but not eligible for tenure, and part-time. This document identifies factors that differentiate workloads among faculty as well as provides a general explanation for how the workload allocation system works. Finally, this document serves to ensure communication and mutual understanding of the responsibilities between faculty and administrators while facilitating institutional accountability for the use of university resources.

Guidelines

Faculty workload may consist of as many as four activities: teaching/instruction; research/creative scholarship; extension/outreach; and service. Individual faculty appointments occur in varying percentages depending upon such factors as degree program or institutional needs along with faculty expertise. Workload assignments are the responsibility of the unit Directors in consultation with each faculty member and with the concurrence of the Davis College Dean and the Provost's Office. In the case of joint appointment faculty members with a Davis College tenure home, appropriate supervisors in other Colleges shall be consulted regarding workload assignments. To ensure equitable workload distribution, evaluation, and reward within and among academic units of the College, workloads will be reported and evaluated in a consistent manner across units. Faculty workloads are to be specified in each faculty member's annual plan of work as described in section I.A. of the DCANRD Procedures for Faculty Appointment, Annual Evaluation, Promotion, and Tenure (see document [here](https://faculty.wvu.edu/files/d/6900a9ae-12c0-4533-bc12-2c09176b83c4/dcanrd-procedures-for-faculty-appointment-annual-evaluation-promotion-and-tenure-v-21-provost-final-docx.pdf) or at: <https://faculty.wvu.edu/files/d/6900a9ae-12c0-4533-bc12-2c09176b83c4/dcanrd-procedures-for-faculty-appointment-annual-evaluation-promotion-and-tenure-v-21-provost-final-docx.pdf>). An updating of faculty annual plan of work facilitates an opportunity for limited adjustment (+/- 10%) of faculty assignment percentages between teaching, research, and service.

There are established norms for teaching, research, and service among Davis College Faculty. For instruction, each 10-percentage point appointment assignment is considered equal to, at minimum, instruction of a three-credit hour course. Because not all instruction fits within a three-credit hour course format, Divisions and Schools are expected to provide written guidelines that address how different types of instructional responsibilities fit within this assignment framework. Such responsibilities include lab and studio courses, online teaching, honors courses, cross-listed courses, team taught courses, and any other known factors and how each applies to faculty teaching workload assignments. The College will ensure consistency across academic units. Workload assignments for individual faculty members are to be made as part of the annual plan of work but may be adjusted on a semester basis depending upon changes in the activities of that faculty member and/or the needs of the program at that time, provided they do not conflict with College or academic unit guidelines.

At the academic unit level, Directors and Deans should reach an agreement concerning an overall average teaching load expected within each unit.

Deciding what constitutes an acceptable, active research assignment for each faculty member is the responsibility of the Director and happens in consultation with the faculty member and Dean. Given the diversity of research and creative scholarship activities across the Davis College, research expectation norms will be set by academic units in accordance with performances observed by similar programs at peer institutions. These norms are to be translated into specific research and scholarly outcome expectations for each faculty member as part of the annual plan of work. The specific scholarly/creative achievement/outcome expectations during a specified period of time must be prescribed in the annual review.

Faculty members with shared/joint appointments whose tenure home is in another college will work with that college's Program Director / Director / Chair to develop plans of work in consultation with their Davis College Primary Academic Unit Director. Plans of work for faculty members tenured in the Davis College who have a shared/joint percentage assignment in another college will have plans of work developed by their Davis College Primary Academic Unit Director in consultation with the appropriate leadership in the other college regarding workload assignments.

For service, a minimum service expectation for each faculty member is to be set at 10% of their appointment. Categories of what is considered service include activities which support of University, College, academic units, or an academic profession; activities that involve public service, community engagement, and outreach; mentorship of other faculty members; and participation in recruitment and retention.

Resolution of faculty member disputes concerning workload assignments is best solved at the unit level. The order of resolving disputes over workload assignments involves: first at the unit level with the Primary Academic Unit Director, then to the Dean, and finally to the Provost's Office. This order of resolution follows the same process as annual evaluation disputes (refer to: <https://faculty.wvu.edu/files/d/0368a1d5-2344-46f0-81b1-09327b90562c/final-2014-2015-p-t-document-guidelines-5-22-20.pdf>).