

NDSU NORTH DAKOTA
STATE UNIVERSITY

STUDENT FOCUSED • LAND GRANT • RESEARCH UNIVERSITY

Faculty Workload Agreements

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Human Sciences and Education

Human Development and Family Science

NDSU NORTH DAKOTA
STATE UNIVERSITY

Overview

- ❖ What are they, what do they do and why do we have them?
- ❖ They tell how a faculty member's workload for the year will be split among teaching, research, and service responsibilities
- ❖ We typically think of these at the time of hiring, but policy requires periodic review and updating.

NDSU Policy 350.1.5

For a faculty appointment, ***the contract consists of the letter offering the position, the annual notice of renewal terms, the current job description of the individual faculty member, and the current policies and procedures of NDSU and the State Board of Higher Education. The department chair or head of an academic unit will ensure that all faculty have job descriptions that are periodically reviewed and updated.*** Each job description will be signed by the Dean, the Chair or head of the academic unit, and the faculty member and filed in the faculty member's official personnel file. ***Each job description shall specify how a faculty member's assigned responsibilities will be allocated among teaching, research, and service which will determine the weight to be given to each area of responsibility for tenure, promotion, and continuing evaluations.***

Workload agreements

Two Important Points:

- ❖ Need to be tied to PTE expectations.
- ❖ They're not static—need to be reviewed on a regular basis; should be updated/changed as needed.

SBHE Policy 605.1.5.b.ii

Tenured and probationary faculty contracts shall identify the faculty member's tenure plan and describe the faculty member's duties and goals. The ***contracts shall specify the distribution of the criteria used for evaluating performance.*** The contract provisions ***shall be reviewed and, when appropriate, revised as a part of the faculty member's periodic evaluations.***

NDSU Policy 352

1.3 Colleges are responsible for ensuring that promotion and tenure evaluation criteria *be aligned with official position descriptions*.

3.1 Each academic unit is responsible for refining the University promotion, tenure, post-tenure, and evaluation criteria and applying those criteria within the special context of the unit. Thus, each academic unit will develop specific promotion, tenure, post-tenure, and evaluation criteria and designate the types of evidence to be used for evaluation of progress toward tenure, for renewal, promotion, and tenure decisions, and for post-tenure review. Within the framework of the University's promotion and tenure criteria, *each academic unit shall specify the relative emphasis on teaching, research, and service, and the extent to which a faculty member's assigned responsibilities can be allocated among teaching, research, and service*. Expectations for faculty in Professor of Practice and Research Professor positions may differ from those for tenure-line faculty.

NDSU Policy 352

4.7 Colleges and departments shall develop specific post-tenure review policies appropriate to their faculty. *Annual reviews of tenured faculty shall include an evaluation of the faculty member's performance relative to the current position description*. For Associate Professors, annual reviews must include specific recommendations to strengthen the case for promotion. Annual reviews of Professors must recognize and reinforce areas of strength, as well as discuss areas of weakness and recommend improvements. Should the annual reviews indicate that performance of a faculty member is unsatisfactory under the standards for post-tenure review, the report shall include a recommendation for appropriate remedial action.

Examples

Human Development & Family Science

Mathematics

Coatings & Polymeric Materials

Human Development & Family Science

Standard Workload:

- ❖ Teaching: 40%
- ❖ Advising: 10%
- ❖ Research: 40%
- ❖ Service: 10%

Human Development & Family Science (Partial)

All faculty in HDFFS who are not on leave or on modified duties **will have a workload each year** that includes teaching and service. Tenure-track and tenured faculty will have a workload that also includes research.

Each 3-credit course is considered to require 10% of a faculty member's annual workload (1-credit courses require 3.33% and 2-credit courses, 6.67%). Ten percent of annual workload equates to 20% of workload during one semester; thus, each 3-credit course is considered to take 20% of a faculty member's time (roughly 8 hours per week).



Human Development & Family Science

For tenure-track or tenured faculty not in Extension, **the standard teaching load is three or four didactic 3-credit courses per year (30% or 40% of workload)**. For lecturers and senior lecturers, the standard teaching load is eight 3-credit courses per year (80% of workload). However, **a lower teaching load may be negotiated** with the department head (see section on Release Time). The teaching load for the department head will be negotiated with the Dean of the College.

The standard service load for all faculty is 10%, but **this load can be adjusted up or down to reflect changes in service loads through negotiation with the department head**.



Human Development & Family Science

Undergraduate advising accounts for **5%** of workload for tenured and tenure-track faculty.

Graduate advising is assumed to account for **5%** of workload; however, faculty members who have several advisees, are on several committees, or who supervise independent study may have a higher graduate advising workload, as detailed next.



Mathematics (Partial)

In the Department of ***Mathematics the current standard workload for research-active faculty is 60%- teaching, 30%-research, and 10%-service.***

For research the typical faculty member will be involved in the following:

- Publish research results in peer-refereed forums.
- Attend and present research results at regional, national, and/or international conferences.
- Solicit internal and external financial support for their research program.
- Participate as a referee and/or reviewer of research results.
- Serve as a research advisor for Doctoral and Master's students as needed.



Mathematics

For teaching the typical faculty member will be involved in the following:

- Teach general mathematics courses (numbered 165-889); a typical load will consist of two regular courses per semester.
- Supervise recitation instructors, lab instructors, and graders in any courses for which you are responsible.
- Participate in teaching development activities and the peer-review of teaching.
- As needed, engage in the assessment activities of the department.
- When possible, solicit internal and external financial support for teaching activities.
- Advise undergraduate students in completion of their undergraduate degrees, including the
- Supervision of senior seminar students.

Mathematics

For service the typical faculty member will be involved in the following:

- Participate in service assignments assigned by the Chair.
- As needed, serve on graduate student supervisory committees.
- Serve on University and College Committees.
- Regularly attend and collegially participate in department meetings, seminars, and colloquia.
- Complete all training activities as required by university policy.

Coatings and Polymeric Materials

- As a highly research-active department, ***the normal distribution of workload*** for tenure-track and tenured faculty will be:
- ***Teaching: 35 % Research: 50 % Service: 15 %***
- ***This can vary*** depending on individual situations and ***will be assessed each year at the time of the annual evaluation.***

Coatings and Polymeric Materials

Teaching

Classroom Teaching. The general expectation is that a faculty member will teach or assist in teaching our 400/600 level courses and then teach at least one 700 level course, typically one that reflects the faculty member's main area of expertise. The department also has a number of courses that are team taught. ***Over a two-year period, a typical faculty member in the department will teach one course per semester for three semesters with one semester where classroom teaching is not required. This may vary widely*** depending on the specific courses the faculty member is expected to teach and the scheduling of the courses as determined by the department Chair.

Coatings and Polymeric Materials

Teaching

Research Advising. As a highly research-active department, faculty members are expected to mentor and advise their graduate students. This involves coaching in all aspects of research including literature searching, identifying suitable research projects and problems, determining a schedule for progress, assisting the student with needed resources, writing reports and papers for publication, writing documents for invention disclosure, preparing poster and oral presentation, and coaching regarding career aspirations.

Coatings and Polymeric Materials

Research

Faculty are expected to ***maintain an active nationally/internationally recognized research program***. This will involve seeking research funding to support their research efforts, mentoring graduate students and postdocs in carrying out research projects, attend technical meetings to present research results, prepare research results for publication in peer-reviewed journals, prepare reports for project sponsors, and monitor and control research expenditures consistent with grant funding agency policies.

Coatings and Polymeric Materials

Service

Department Service: Participate in the day-to-day activities typical of a research university, PhD- granting; participate in departmental meetings, preparing and assessing qualifying exams, recruiting undergraduate and graduate students, prepare a syllabus prior to the start of classes, and maintain a reasonable amount of office hours per week in support of your teaching, serve as an academic advisor for students as needed, make ongoing efforts to present and publish research activities at national and/or international meetings and in refereed journals.

Coatings and Polymeric Materials

Service

College/University Service: Serve on committees identified by chair, as appropriate.

Outside University: Participate in professional societies (American Chemical Society, American Association for Pharmaceutical Scientists). Act as reviewer as requested for journals and funding agencies.

Professor of Practice

A Professor of Practice in the department is expected to focus their efforts in the area of teaching. Therefore, a typical distribution of effort will be:

Teaching: 70 % Research: 10 % Service: 20 %

Reviewing Workload Agreements

NDSU 352.4.1 Periodic reviews of faculty serve multiple functions. The reviews assist faculty members in assessing their professional performance, assist the administration in delineating areas to which particular effort should be directed to aid in improving the professional achievement of the faculty members, and contribute to the cumulative base upon which decisions about renewal, promotion, and tenure are made. In addition, ***periodic reviews may result in changes in responsibilities, modified expectations, and/or altered goals for performance.***

Reviewing Workload Agreements

When?

- ❖ SBHE: “when appropriate”
- ❖ NDSU: “periodically”
- ❖ Auditors: “annually”

Reviewing Workload Agreements

When?

NDUS has decided that this means “annually” and we got dinged on it in last year’s audit.

Looking at moving to annual review with workload agreement as “page 2” of annual contract.



Yearly Position Description Example

James E. Deal
Position Description, 2017 - 2018
Nine Month Workload

All North Dakota State University faculty are subject to the rules and policies of the North Dakota State Board of Higher Education, NDSU and their respective college and department. These policies provide that performance as a faculty member is subject to review on an annual basis. Untenured faculty also have a comprehensive three-year review prior to tenure and promotion. In addition, tenured faculty advancing to promotion to professor have a comprehensive review every three years. Continuation of any academic appointment is contingent upon satisfactory progress toward professional goals and job performance. All appointments and changes in status are contingent on final approval by the State Board of Higher Education.

Teaching, research and service responsibilities are determined by the Department of Human Development and Family Science, and are subject to change based on the needs of the Department and/or College. At this time, these responsibilities will be:

Teaching and Advising (50% of workload):

- (1) teach four courses over fall and spring semesters;
- (2) advise undergraduate and graduate students;

Scholarly Activity (35% of workload):

- (1) conduct research, publish and present in refereed scholarly outlets;
- (2) make efforts to obtain external funding (if none is currently held);

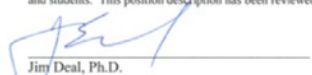


Service (10% of workload):

- (1) participate in departmental governance;
- (2) participate in college, university, or community service;
- (3) participate in national professional organizations;
- (4) coordinate statistical consulting program for college;

Administration (5% of workload):

- (1) coordinate the Family Financial Planning MS program;

In addition, all faculty are expected to contribute to a positive work environment through cooperation and collaboration with others by developing and maintaining good working relationships with faculty, staff, employees, and students. This position description has been reviewed and confirmed by:

 Jimmy Deal, Ph.D.	<u>9/22/17</u> Date
 Joel Hektner, Ph.D., Head, HDFS	<u>9/28/17</u> Date
 Margaret Fitzgerald, Ph.D.; Dean, HDE	<u>10/9/17</u> Date



EMPLID: _____ First Name: _____ Last Name: _____
College: _____ Department: _____

All NDSU faculty are subject to the rules and policies of North Dakota State Board of Higher Education, NDSU, the college, and their respective department or unit. These policies provide that performance as a faculty member is subject to review on an annual basis.

Responsibilities for teaching, advising, research, scholarly, and creative activities, are determined by the Department and are subject to change based on the needs of the department and/or college. For this academic year, these responsibilities will be:

Teaching and Advising Activities:

Indicate % Effort: _____

List Activities:

1.
2.
3.
4.
5.

Research/Scholarly/Creative Activities:

Indicate % Effort: _____

List Activities:

1.
2.
3.
4.
5.

Service and Other Activities:

Indicate % Effort: _____

List Activities:

1.
2.
3.
4.
5.

NDSU NORTH DAKOTA STATE UNIVERSITY Total % Effort: _____