

SECTION 322
EQUITABLE AND TRANSPARENT FACULTY WORKLOADS

SOURCE: NDSU Office of the Provost

Faculty perform a wide variety of tasks determined by the requirements of their discipline and by the mission of the University. The purpose of this policy is to establish a fair, equitable, and transparent allocation of workload among all non-administrative full-time faculty, including tenure-line faculty, professors of practice, and lecturers of all ranks. This policy sets the expectation that academic units will develop and maintain a workload assignment plan that is tailored to their unit and recognizes the types of teaching, research/creative activity, and service duties performed by full-time faculty within their unit.

1. *Definitions.*

- 1.1 *Equitable Workloads.* Workload assignments that are fair and balanced across faculty members within a unit.
- 1.2 *Teaching.* Faculty teaching workload includes all types of formal class instruction, from undergraduate through graduate levels; course preparation and curriculum development and improvement; laboratory, studio, office, and clinical contact hours; informal non-classroom teaching; undergraduate and graduate student academic, research, and career advising and mentoring; internship, student research, graduate assistant, and postdoctoral fellow supervision; professional development; and other activities as specified under Policy 352
- 1.3 *Base Teaching Load.* Refers to the standard number of credits a faculty member is expected to fulfill in an academic year. Activities that count towards the base teaching load are listed in Section 1.2. Unit-level policies must include information about credit equivalencies and expectations of the primary activities that should be incorporated into a faculty member's base teaching load (See Section 6).
- 1.4 *Research and Creative Activity.* Faculty scholarly activity workload includes research and/or creative activities as specified under Policy 352.
- 1.5 *Service.* Faculty service workload includes internal service, or work on behalf of colleagues, students, and University units; external service activities performed by faculty on behalf of the general public; professional activities; and other activities as specified under Policy 352.

2. Each academic unit must develop, define, and communicate a typical workload assignment plan for faculty teaching, research/creative activity, and service consistent with this policy and Policy 352. The workload policies must include workload assignments for all possible types of full-time faculty appointments and ranks within a unit, including tenure-line faculty (assistant, associate, and full professors), lecturers, senior lecturers, and professors of practice (assistant, associate,

and full). The development of the unit workload assignment plan must be a collaborative effort between faculty and unit administration. Units must consider that not all assignments for a specific type of activity are equal.

2.1 *Exceptions.* Faculty granted child-bearing leave or modified duties under Policy 320 and those provided disability accommodations under Policy 168 are exempt from minimum workload requirements.

3. All academic unit workload assignment plans and changes to those plans must be approved by the unit faculty, unit leader, College Dean, and the Office of the Provost/Faculty Affairs. Rejections of workload policies above the unit level must be justified by explaining how the draft unit policy does not align with this policy or Policy 352. The underlying principle is that units should be primarily responsible for interpreting how this policy applies to the workloads of their faculty.
4. The workload assignment plans and practices shall ensure that full-time faculty have rank-appropriate, comparable workloads within a unit. When inequitable workloads arise, it shall be the responsibility of the Dean to work with the unit to rectify the inequality.
5. *Base Teaching Load.* The base teaching load for faculty is a minimum of 12 credits per academic year (August 16 – May 15).
6. The University recognizes that the specific contributions of faculty members to a unit's mission will vary depending on individual disciplines, strengths, career stage, performance, or unit needs. The University also recognizes that faculty have different % research, teaching and service appointments in their position descriptions and that their salaries are funded by different sources. As a result, the distribution of credits across the teaching activities listed in Section 1.2 and how the number of credits scale with % teaching load in an individual's position description must be specified by the unit workload policy. Individual units are also responsible for developing credit equivalencies that are appropriate for their unit (e.g. value of graduate research credits vs. didactic course credits vs. other teaching activities listed in Section 1.2).
7. *Course cancellations.* Minimum course enrollments for undergraduate and graduate courses are set by the Office of the Provost (<https://www.ndsu.edu/provost/>). Each unit's workload assignment plan must include a list of potential options for faculty if a course is cancelled due to low enrollment. This plan can include assigning tasks related to teaching, mentorship, and outreach beyond classroom instruction.
8. *Overload assignments.* Overloads must be approved by unit leader and dean. Faculty with overload assignment contracts must continue to fulfill base teaching load obligations.
9. *Reassignment of load.* The unit workload assignment plan shall include the circumstances that justify, and the process for addressing, variation from the typical workload for faculty.
10. *Joint or shared appointments.* For faculty who hold joint or shared appointments, care must be taken to ensure that their teaching, research/creative activity, and service workload is commensurate with that of faculty on single appointments in corresponding disciplines. Workloads would typically be assigned by the primary unit (where the majority or plurality of

the appointment is assigned) with input from the secondary unit(s). The unit leaders of the primary and secondary appointment must collaborate on and document the workload assignment for faculty with joint or shared appointments.

11. *Course buy-out.* With approval of unit leader, a faculty member may use grant funds to buy out from their teaching load.
12. Appeals of individual workload assignments are made by requesting a reconsideration first by the unit leader, then, if needed, by the college Dean. If not satisfied, after consultation with Office of the Provost/Faculty Affairs, the faculty member may initiate the grievance process pursuant to Section 353 of the Policy Manual.

HISTORY:

New November 12, 2024