

Draft Recommendations from the CAS Equitable Workload Task Force

Committee Charge: The goal of the College Workload Equity Task Force was to develop recommendations that will successfully merge CSM, AHSS, the School of Education, and Interior Design, Apparel, Retail, and Merchandising faculty and staff workload best practices.

Background Work: The Task Force requested information from CAS Leadership regarding current unit-level practices related to equitable workload. Information was received from: Dept of Biological Sciences, Dept of Sociology and Anthropology, Dept of Mathematics, School of Education, and School of Humanities. The committee also looked at published resources related to developing equitable faculty workload policies and best practices.

Recommendation: The primary recommendation of the task force is to create a long-term CAS Equitable Workload Committee that can serve as a support for units as they develop unit-specific equitable workload policies. Below, we provide additional details about the proposed mission, specific responsibilities and structure of such a committee.

General Mission of Committee: Overall, the task force determined that it would be best to establish a committee dedicated to helping units develop workload policies. As the development of such unit-specific policies can be daunting and potentially overwhelming to faculty and administrators, the committee would serve as a support to help units get the policy development process started and provide feedback, when requested, on policies in development.

Specific Committee Responsibilities:

- Collect resources about best practices for developing unit-specific equitable workload policies and creating a repository that units can readily access
- Support the development of unit-level policies, including regularly communicating with units about the progress being made in equitable workload policy development
- Explore software options for tracking faculty workload and provide a recommendation to Dean Wallin about a software to potentially pilot in the college
- Consider ways to incorporate traditionally unrecognized or hidden faculty work into workload assessments, including work done off-contract during the summer months
- Collect survey data annually from CAS faculty and administrators about priorities for improving workload equity

The task force recommends that this committee's responsibilities do not include oversight or approval of unit-level workload equity practices, determination of equitable workloads across departments in the college, or adjudication of unit-level workload equity complaints.

The task force also recommends that after a three-year period, the responsibilities of the committee be revisited, as well as if there is still a need for the committee.

Committee Membership

We recommend that the proposed committee have a membership of 6-8 faculty members. We recommend that a request for volunteers be the primary tool for recruiting members. While representation of different units is important, the task force feels the proposed committee will function best if the members have a strong interest in equitable workloads. If more than the target number of committee members volunteer, priority should be given to maximize diversity across the committee in regards to unit and faculty rank.

Term length

We recommend a term of 3 years for each committee member, to allow time for members to learn about equitable workloads and provide a stable source of support for units as they develop equitable workload policies.

Appointment of chair

Members of the committee can self-nominate or nominate others for the chair of the committee. The chair will be determined by a vote of the committee. The committee will also discuss the role and responsibilities of the chair upon the first meeting

Frequency of meetings

We recommend that the proposed committee meet every other month in the first year, and that the frequency of meetings be revisited after the first year is complete. At minimum, the committee should meet once a semester during the first three years.

Quorum rules

The task force recommends a quorum of half of the committee members. If less than half of the committee members are not present at a meeting, the meeting should be rescheduled and adjourned.

Voting procedures

All members of the committee have full voting rights. If quorum is reached, a simple majority vote of the entire committee shall be sufficient to carry any motion or decision. Abstention from voting shall be left to the discretion of each committee member. Any committee member may request a secret vote in place of a public vote. Secret voting shall be done on paper, collected, and then counted by the committee chair.

Procedures for minutes

Minutes should be taken by a volunteer within the committee - this responsibility can rotate between committee members if that option is preferred. Minutes should be shared with the committee via a Google Shared Drive or another cloud storage space, such that all members can readily access minutes and other resources about equitable workload that are gathered by the committee.