

## Draft Recommendations from the CAS Equitable Workload Task Force

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

**Background Work:** The CAS Equitable Workload Task Force requested information from CAS Leadership regarding current 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 Task Force also referenced published resources related to developing equitable faculty workload policies and best practices.

**Recommendation:** The primary recommendation of the CAS Equitable Workload Task Force is to create an ad hoc CAS Equitable Workload Committee that will provide external support for units (i.e., Departments or Schools) as they develop unit-specific equitable workload policies for faculty. Below, we provide additional details about the proposed mission, specific responsibilities and structure of the CAS Equitable Workload Committee.

**General Mission of the CAS Equitable Workload Committee:** Overall, the Task Force determined that the establishment of a committee dedicated to providing resources and assistance to units as they develop their own workload policies would be beneficial. As CAS units begin the process of developing unit-specific equitable workload policies, they may seek resources, tools, or feedback from the CAS Equitable Workload Committee to support their policy work.

The CAS Equitable Workload Committee would not maintain oversight of unit-specific equitable workload policies. Rather, the CAS Equitable Workload Committee would serve as an external source to help units get the policy development process started and provide feedback, when requested, on policies in development.

### **CAS Equitable Workload 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
- Serve as an external reviewer for equitable workload policies if units are unable to reach consensus on a policy or if there is concern that policy development is not representing all faculty in a unit. In this instance, units could request that the CAS Equitable Workload Committee review the unit policy, meet with the parties in conflict, and provide suggested revisions to the policy. Disputes about individual workload equity should be referred to the unit Chair/Head, the Associate Dean for Faculty Affairs and Success, and/or the Standing Committee on Faculty Rights (SCOFR), as needed

- Explore tools, including possible software, for establishing benchmarks of faculty workload. This data will be used as part of the process for developing unit equitable workload policies that are holistic in regards to recognizing all types of faculty work. The committee would provide a recommendation to Dean Wallin about a software to potentially pilot if units are interested
- 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 from faculty and administrators about priorities on campus for improving workload equity

The CAS Equitable Workload Task Force recommends that the responsibilities of the committee be revisited in three years to determine if there is still a need for the CAS Equitable Workload Committee.

### **CAS Equitable Workload Committee Scope**

It is important to note that the goal of creating equitable workload policies at the unit level is to ensure that workloads are fair and impartial. This is not a goal to create equal workloads. Workload equity acknowledges that the division of labor is contextually different and workloads cannot be distributed equally. Units are best positioned to establish such equitable workload policies, as they best understand the diversity of work done by faculty within their unit. The goal of the proposed ad hoc committee would not be to create a one-size-fits-all approach in defining or quantifying workload. Instead, the committee would serve as a resource for units as they collect information and feedback to develop their own equitable workload policies.

### **CAS Equitable Workload Committee Membership**

The CAS Equitable Workload Task Force recommends that the proposed committee have a membership of 6-8 faculty members who volunteer to serve, rather than selecting one member from each unit. While broad faculty representation is typically ideal for committees that serve as forums for faculty to represent the interests and concerns of their unit, the proposed committee would effectively operate with members who have a strong interest in equitable workloads, assisting units as they work to define unit workload policies, collecting faculty data about equitable workloads and policies, and searching for tools and resources that benefit the development of equitable workload policies.

If more than the target number of committee members volunteer, priority should be given to maximize unit diversity across the committee in regards to unit and faculty rank/position type.

### **Term length**

The CAS Equitable Workload Task Force recommends a term of 3 years for each CAS Equitable Workload 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 CAS Equitable Workload 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 CAS Equitable Workload Committee meetings**

The CAS Equitable Workload Task Force recommends 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.

**CAS Equitable Workload Committee 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.