



J. Whitney Bunting College of Business and Technology

Faculty Workload Policy

Approved by CoBT Faculty – April 29, 2022

This Faculty Workload Policy establishes guidelines for determining the teaching workload of participating and supporting faculty members in The J. Whitney Bunting College of Business and Technology. As of 21-22, all tenure-track and tenured faculty members will be afforded a 3/3 teaching load during AY 21-22 and AY 22-23. This new policy goes into effect for the 2022 evaluation year which affects the teaching load for AY 23-24 and onward per the following eligibility definitions.

Participating faculty members support the College's teaching mission, and engage in multiple other activities, such as serving on departmental/school/university committees, maintaining academic qualifications, advising students and/or student organizations, and completing discipline-related service. They are expected to maintain academic or professional qualifications, provide effective teaching, and complete service obligations, regardless of teaching load. Participating faculty should normally have no more than two course preparations in a single semester, subject to resource limitations and course coverage needs in departments. Participating faculty members should have SA, PA, SP, or IP status. In particular, ***faculty are expected to be SA to apply for tenure and/or promotion. Lecturers must maintain appropriate faculty qualifications status for continued employment.***

Supporting faculty members primarily focus on teaching responsibilities, such as classroom coverage and office hours. Normally, they do not engage in non-teaching activities such as advising or committee service. They are expected to maintain academic or professional qualifications and provide effective teaching. Teaching workloads for supporting faculty, including temporary lecturers and executives in residence, vary by individual contract agreement. ***At a minimum, supporting faculty must maintain IP faculty qualifications status.***

Workload and Research/Engagement Productivity:

Participating faculty (tenure-track and tenured) receive a workload of three courses per semester for both full semesters of an academic year (i.e., a 3/3 load). *If faculty do not maintain SA or PA status during the prior year, as of December 31st of each year, then the faculty member will not be permitted to teach summer classes, to receive overloads, and to earn additional stipends for other administrative work during the year or in the summer.* This would afford the faculty member time to reprioritize activities to once again achieve SA or PA status.

Participating faculty (lecturers) receive a workload of four courses per semester for both full semesters of an academic year (i.e., a 4/4 load). *If lecturers do not maintain a minimum of SP or IP status during the prior year, as of December 31st of each year, then the lecturer will not be permitted to teach summer classes, to receive overloads, and to earn additional stipends for other administrative work during the year or in the summer.* This would afford the faculty member time to reprioritize activities to once again achieve a minimum of SP or IP status.

Academic leaders who step back into a faculty position will have three years to meet the SA or PA faculty qualification criteria.

Workload is subject to the following limitations:

- a) Departments must be able to cover the required number of course sections for timely graduation of students and section sizes that are consistent with our teaching mission.
- b) Workload must be supported within each year's budget constraints.

Implications:

Department Chairs ensure equitable workload assignments within Departments. The Chairs, in collaboration with the Associate Dean and/or Dean, ensure equitable workload assignments across the College.

The College values learning and pedagogical scholarship, discipline-based scholarship that adds to the theory or knowledge base of a field, and contributions to practice that influence professionals in that field. Given our mission, faculty scholarship in the College will emphasize contributions to practice and learning and pedagogical scholarship.

Workload is designed to support promotion and tenure, but qualifying for a specific workload does not guarantee promotion or tenure.

With the exception of newly hired participating faculty, workload determination is made in recognition of research productivity and contributions to practice, not in anticipation of research productivity or practitioner engagement.

It is the policy of the Board of Regents of the University System of Georgia (BOR policy manual, Section 300: Academic Affairs) that prescribing teaching load is an institutional decision made by Presidents, Deans, and Faculty Members.

