

CoAS Workload Guidelines June 2025

The College of Arts and Sciences strives to achieve appropriate workloads across the college to create an environment where faculty can excel inside and outside the classroom, build world-class research programs, and actively serve the University.

The University recently defined three unique faculty tracks requiring various workload guidelines following the new faculty handbook: Teaching, Practice, and Tenure or Tenure Track. In all cases, there is some combination of teaching, service, and research where service is defined between the faculty member and their department chair.

The University may still define some faculty as **instructors**, and these faculty will be required to maintain 12 credit hours per semester with no service expectation.

1. Professor of Teaching Track

- a. The main focus of this track is providing exceptional teaching, mentoring, and advising of students. There is no responsibility for research or scholarship. Examples of service activities include:
 - i. Attending department, college, and university meetings, as well as commencement
 - ii. Advising and mentoring students
 - iii. Participating in university and college recruitment events
 - iv. Curricular initiatives and assessment activities
- b. Faculty on this track are expected to maintain 12 credit or contact hours per semester.

2. Professor of Practice Track

- a. The main focus of this track continues to be teaching. Still, research and scholarship activity must be defined through discussions between faculty members and their department chairs.
 - i. Faculty on this track will teach, on average, 11 - 12 credit or contact hours per semester, as defined by their department chair
 - ii. Faculty will be expected to take on more service responsibilities and provide leadership roles in the department and college.
 - iii. Based on research productivity, faculty can request nine credit or contact hours of teaching per semester, which the department chair and Dean must approve.

3. Professor Track (tenured or tenure-track)

- a. This track first needs to be differentiated by research-active and non-research-active faculty.
- b. Research active is considered to be scholarship that leads to grants, publications, or projects that are leading to dissemination of research or increasing knowledge.
 - i. Faculty tenured but not highly productive with research will be expected to take on necessary service assignments, including items listed under the Teaching track, and teach 12 credit hours or contact hours per semester.
 - ii. When faculty are productive in research or taking on significant service roles, certain exceptions can be granted by consultation with the department chair and dean. This is limited to a three-credit or contact hour reduction per term.
- c. Faculty who are research-active are expected to maintain substantial research and scholarship productivity, numerous service assignments, and teach 9 credit hours per semester
- d. Productivity in research, scholarship, and grants can be highly varied, and faculty can request fewer than nine credits or contact hours per semester. The productivity of these faculty will be reviewed on a semester-by-semester basis.

In all cases above, department chairs and the dean will discuss individual faculty workloads each year, preferably in early spring, including lab work, mentoring of students, and other service. Chairs will submit recommendations for each research-active faculty member and have them approved by the dean. Any updates to this document will be discussed with college leadership before implementation.