WRIGHT STATE UNIVERSITY

COLLEGE OF ENGINEERING AND COMPUTER SCIENCE

FACULTY WORKLOAD POLICY

Approved and adopted by the College of Engineering and Computer Science on April 8, 1994
Introduction and General Policy

Within the university we find diversity across different academic areas. Consensus supports the observation that the tradition academic approach to the three interdependent aspects of our academic mission, teaching (knowledge sharing), scholarship (pursuit and dissemination of knowledge) and service must be included as major elements in characterizing faculty workload. At the university level, we believe that policy must be sufficiently flexible to accommodate each unit's students and the diverse needs and demands of their educational goals. The policy also accommodates external requirements, such as accreditation standards and discipline-centered professional norms and standards. Deans, chairs, and faculty should be, and are, accountable for fulfilling the demands placed upon them by the university mission.

College of Engineering and Computer Science

The College of Engineering and Computer Science has a well defined mission, the education of fully qualified professionals at the undergraduate and graduate levels. To achieve this objective, the college grants degrees in biomedical, computer, human factors, electrical, materials and mechanical engineering as well as degrees in computer science and engineering physics. There is a high degree of homogeneity in course content during the first two years of the engineering curriculum; however, the course content for the junior and senior years, as well as graduate, are discipline unique, adding complexity to a rigorous, generalizable, workload policy which can be applied lock-step to all of the engineering disciplines taught. Permitted a modicum of flexibility, a workable workload policy and program can be developed and implemented.

Workload Policy and Implementation: Executive and Operating Levels

The Dean of the College, with counsel from the College faculty, is delegated authority to establish general faculty workload guidelines. In turn, the department chairs are given the authority and responsibility, as the College's operating, arm to implement the policies. Since each department is responsible for two different disciplines, e.g., mechanical and materials engineering, biomedical and human factors engineering, course content and demands for each of the disciplines will vary. Therefore, the need for flexibility in defining and measuring workload.
As defined by the College Bylaws, the chair is responsible for adequate and proper course scheduling, distribution of faculty workloads and adequacy of departmental curriculum. Faculty members recent accomplishments, current activities and plans for future projects enter in when determining their workloads. As needs change in the university and as individual faculty members develop in their respective careers, workloads are adjusted accordingly.

**Faculty Workload and the Academic Profession**

Faculty are professionals whose work, as a rule, shows some degree of overall uniformity, with discipline generated variability. The College's faculty are on nine month salary. Summer salary is not guaranteed. However, professional activity is encouraged during the summer as it relates to sponsored research, consultation and teaching as authorized by the College and determined by student need and class registration. It is also recognized that faculty engage in professional activities with foreknowledge that they will not be compensated.

Wright State University's mission is that of a Metropolitan university responsive to the academic needs of the area, as such, it's curriculum is designed to provide a variety of courses offered both as traditional day courses as well as evening courses. Classes are scheduled between 8:00 AM and 10:00 PM, utilizing resources on a two shift basis, with faculty teaching both day and evening classes.

Further, the work of the faculty is not limited to single on-campus settings but may be diffused over several locations on and off-campus, e.g., monitoring senior design projects in industry or engaging in joint research in one of the local hospitals. Faculty, as members of a particular academic discipline, have professional relationships with larger disciplinary communities to which they belong and to local, state, regional and national professional organizations that support disciplinary interest. In order for a faculty member to perform at an acceptable professional level it is essential that they network with their peers.

**Faculty Responsibilities**

Specific activities, schedules and work environments for engineering faculty vary, however, all share a common responsibility for the three fundamental roles of a university faculty member: teaching, scholarship and service. Faculty have the primary responsibility for teaching and for academic programs; they are expected to make scholarly contributions through creative or applied research; and they are expected to participate in service activity on behalf of the university, the larger community, and their respective disciplines. These three interdependent tasks of pursuing, sharing and applying knowledge are fundamental to every faculty member's expected role, and their workloads reflect all three areas of responsibility.
Distribution of Faculty Activities

Faculty distribute their time among the following activities:

- TEACHING: 50-75%
- SCHOLARSHIP: 15-40%
- SERVICE: 5-20%

All faculty in all ranks are involved in undergraduate teaching. Faculty in the College typically devote 65% of their time to instructional activity, 50% of which is devoted to undergraduate teaching. Involvement of faculty in a Ph.D. program will be a factor in determining workload distribution.

Teaching

Teaching is the primary responsibility of the College of Engineering and Computer Science, constituting about two-thirds of the faculty's workload, with an emphasis on undergraduate instruction. The dean and department chairpersons also contribute to teaching responsibilities. Teaching activities carry a broad spectrum of responsibilities which include:

- curriculum, course innovation
- classroom instruction, including laboratory
- course preparation and grading
- advising
- independent study/project supervision
- design projects/design clinics
- development of laboratory exercises
- masters thesis supervision
- Ph.D. dissertation supervision
- honors projects
- laboratory development and supervision
Scholarship

All professorial level faculty are expected to maintain an active involvement in scholarly endeavors in their respective disciplines. Scholarship activities are especially critical in engineering and computer science due to the rapid evolution of technology and the need to both share and acquire information. Included under faculty scholarship activities are:

- laboratory and library-based research
- grants/contracts/sponsored research
- professional practice
- research programs with industry
- sustained research programs involving students
- publications
- patents

Service

Academic and professional service contributions that benefit the university, academic disciplines and the community, are important elements in faculty workload. Academic service includes offices held, committee memberships, administrative duties, special projects and numerous other activities performed on behalf of a department, the College of Engineering and Computer Science, the university, or an academic discipline. A university ceases to operate and develop if denied these activities. Professional service includes activities such as consulting, and other work for government, cultural or community organizations that are especially important for faculty and the university. These activities are viewed as an important community resource which solidifies the relationship between community and university.

The following are subsumed under service.

- department, college, universities
- local and national professional service
- editorial and grant review service

Workload Planning

Early during winter quarter, the department chair meets individually with faculty members for the purpose of communicating to the faculty his/her annual performance rating. At this time, a proposed workload for the following calendar year is discussed. The discussion derives from a workload plan which describes teaching responsibility, scholarship and research activities for the following year. Mere assignment of uniform course load, research and service is not considered to be workload planning. The dean is the arbiter for unresolved disputes.
Performance Evaluations

Faculty performance evaluations are based on information collected through the Annual Faculty Activity report and its correspondence with the Faculty Workload Plan. In major part, the department chair prepares his/her evaluation of the individual faculty member's performance using information from the above. The performance evaluation is then discussed with the faculty member, with a copy of the evaluation being sent to the dean. Should the faculty member disagree with elements of the evaluation, he/she has recourse through the dean. The results of the evaluation are then used to help determine an appropriate workload for the following year. Important to the faculty are merit increases in salary which stem from the faculty member's annual performance evaluations.

A copy of the above described document is available in Appendix A. Appendix A also provides a copy of the outline used by the Chair when developing the workload plan for the following operating year.

Authority: Approved and adopted by the faculty of the College of Engineering and Computer Science on April 8, 1994 by written ballot
APPENDIX A

- Faculty annual activity report (Procedure Number 6011)
- Outline for developing the workload plan for the following year (Policy Number 1025A)