

Tenure Track Faculty Workload Policy
Recommended by the Workload Committee
December 6, 2003

Approved By School of Social Work Administrative Board December 2003

Committee Members: Professors Barbarin, Guo, Roberts, and Rounds

Preamble: What is a Workload Policy intended to do?

A workload policy reflects what is deemed the minimal and essential duties of faculty members. It is not intended to describe all that excellent faculty do or even all that that is needed to function well as a professional school in a Research I university. A school distinguished for teaching, research and service requires many things that cannot be codified or required in a workload statement: namely good citizenship and a collegial orientation and generosity of spirit. What then, is this tenure-track workload policy intended to do? Simply, this workload policy is meant to specify the minimum work expected of all tenure track faculty. It specifies what is intended by the phrase “a full day’s work” that is necessary to satisfy the bargain for the full day’s pay. It appropriately uses quantitative activity indicators but is rarely able by itself to offer specific guidance about what constitutes acceptable quality of performance that is so critical to determining meritorious performance. It specifies the *sine qua non* conditions for meritorious performance; it tells up what is necessary for excellence but not what is sufficient for meritorious performance. A good workload policy possesses the following features:

- **Reflective of the activities we value-** i.e. reflect and include doctoral research emphasis, and based on expectations about what an excellent professional school faculty in a Research I university;
- **Simple and Flexible** – must recognize diversity of tenure faculty roles and respond to new opportunities and permit a differentiation of faculty roles;
- **Transparent and Fair-** the policy should be applied fairly, and available to all faculty in writing;
- **Sensitive** to the expectations and concerns of constituents who provide support for the school: University & State government.

Minimum Workload Expectations:

Teaching – Ordinarily faculty are expected to teach 4 three-credit courses per year. This refers to faculty approved courses that serve the MSW or Ph.D. program curricula. Faculty currently have the option of substituting a Field Agency Liaison load (12-15 students for two semesters) for 1 three credit course.

In addition to formally approved courses, each faculty member is expected to contribute to the training mission of the school by engaging in non-classroom teaching. Non-classroom teaching may take the form of the supervision of Post-Doctoral fellows, doctoral dissertation supervision, membership on dissertation committees, intellectual leadership and supervision of research teams, field agency liaison, advising of MSW and PhD students, serving as field practicum instructors for MSW students, serving as a “master teacher” for the doctoral teaching practicum, serving as an advisor for the doctoral research practicum. Faculty engagement in these activities will vary across persons and time. Consensus about equivalences across this diverse spectrum of activities is difficult to achieve. Moreover, the mix of these activities vary from faculty to faculty. For these reasons, no minimum requirement is specified any domain. Nevertheless, any faculty member whose activities for a year exceeds the guidelines for any category of non-classroom teaching listed below or who makes substantial contribution across multiple categories merits consideration for bonus or merit pay, relief from formal teaching and/or priority for sabbatical leave. These activities should be reported in the annual faculty report and extraordinary contribution in this domain should be recognized and compensated by the Dean .

- Advise 10-12 MSW students
- Advise 3 Ph.D. students
- Mentor 1 Post-doctoral scholar
- Membership on 2 dissertation committees
- Chair 1 doctoral dissertation committee /Qualifying Examination;
- Supervise 2 Independent studies

Research/ Scholarship knowledge development and dissemination through publication, presentation of research and scholarly work at professional meetings. Each tenure track faculty member is expected to be productively involved in publication, proposal writing, management of research projects and knowledge dissemination. Productive involvement may be indexed by minimum of 2 publications per year. Other activities may be substituted for a publication include: 1 book; 2 conference presentations, 1 foundation or federal grant proposal, management of 1 research project (data collection, analysis, report writing) each year; a major technical report.

Service: committee or service to the School of SW, the University, a profession or the community. A unit is equivalent to 3 involvements which may include combinations of SSW committee, University committees, and involvement outside of the school such as editorship, leadership in professional organization, serving on community boards, volunteer consultant work with community service organization. Special administrative assignments may be treated under service such as the coordinators for certificate programs, fields of practice, and dual degree programs. This should be acknowledged in the annual report and where appropriate additional compensation should be provide when these roles are onerous. Joint appointments in which a faculty member's salary is covered by another unit which has its own service expectation reduces the service expectation in Social Work by the fraction of the appointing in the other unit.

Course Reduction or Buyout

The possibility for course reduction is not linked exclusively to external funding. Course reduction should be available for scholarly activity that will contribute to the school even when external funding is not available. Ordinarily faculty will not buyout more than 3 courses. However, in special circumstances buyout of a 4th course will permitted at the discretion of the Dean.

Professional Development Leaves

The School of Social Work provides Research/Scholarship leaves (Sabbaticals) permit faculty to complete important scholarly projects, gain skills needed to pursue a new areas of scholarship, develop a new line of teaching free of teaching and service obligations. Although it is expected that all tenure track faculty will qualify for sabbaticals, the granting of leave is not automatic. Receipt of scholarly leave is contingent on an approved plan for scholarly and professional development that will be of benefit to the school. Sabbaticals will provide for 100% of salary for 1 term or 50% of salary for a full academic year. Ordinarily, faculty will be eligible for leave every 6 years.

Pre-tenure Review Leave for Assistant Professors.

One semester Writing leave will provided for assistant professors after they have successfully completed the 3rd year review.

Administration of the Revised Workload Policy

The annual report form should be revised to accommodate reporting of information on informal teaching. This information will be included in determinations of merit or bonus pay and in requests for compensatory course relief.

Persons requesting course reduction for scholarly purposes should submit to the Dean a brief plan for the use of the time by December before the academic year in which leave is requested. These plans should be reviewed by a committee consisting of the Associate Deans for Research and Academic Affairs and a tenured faculty member appointed by the Administrative Board. The Faculty's plan for scholarly development shall be approved or denied by this committee with review by the Dean.