



Campus Administrative Policy

Policy Title: Differentiated Annual Workloads

Policy Number: 1012 Functional Area: **Academic and Faculty Affairs**

Effective: November 1, 2014
Date Last Amended/Reviewed: November 1, 2014
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Supersedes: N/A (New)

Approved by: Roderick Nairn
Provost and Executive Vice Chancellor for Academic and Student Affairs

Prepared by: Office of the Provost
Reviewing Office: Provost and Executive Vice Chancellor for Academic and Student Affairs

Responsible Officer: Provost and Executive Vice Chancellor for Academic and Student Affairs

Applies to: University of Colorado Denver

A. INTRODUCTION

The intent of this policy is to provide a framework for academic units to grant differentiated workloads to tenured and tenure-track faculty. The university recognizes that there are legitimate differences in faculty development needs, interests and abilities and provides the differentiated workload as measure of flexibility to take this into account.

B. POLICY STATEMENT

1. Academic units (schools/colleges or departments) may provide differentiated workloads for faculty who request them in writing if the differentiated workload that is requested does not negatively affect/impact the unit’s ability to meet its teaching, research/creative work, or service mission of the unit.
2. A key element of a differential workload agreement is a differential evaluation matrix. The usual 40-40-20 evaluation matrix will be altered to take the differential

workload assignment into account. These evaluation proportions must be stated in the written agreement.

3. Faculty members on the tenure track are strongly discouraged from seeking differentiated workloads because of the deleterious impact such assignment may have on their ability to develop a record of teaching, research/creative work and service that is required for tenure or promotion. Similarly, tenured faculty working toward promotion to full professor should keep in mind the potentially negative impact of a differentiated workload on their progress toward promotion.
4. Differentiated workload agreements may be for a specified time or may be open-ended.
5. Schools/Colleges may elect not to offer differentiated workloads.
6. Faculty in the schools/colleges with differentiated workloads may elect to add additional criteria for determining whether to provide a differentiated workload to faculty members in their school/college.

C. DIFFERENTIATED WORKLOAD AGREEMENT ELEMENTS FOR INDIVIDUAL FACULTY MEMBERS

The written differentiated workload agreement must be signed by the faculty member and the chair/head of his/her unit and must be approved by the dean.

1. The agreement must describe the nature of the changed workload and the evaluation matrix to be used.
2. The agreement must provide a justification or reasons for the agreement. It must state how it meets the needs of the faculty member.
3. The chair must explain how the differentiated workload will not harm the program needs of the department/unit in teaching, research/creative work, service and, if relevant, professional and clinical activity.
4. The length of the agreement, for a specified time or open-ended, shall be stated.

D. NON-TENURE TRACK FACULTY

Non-tenure track faculty will have their workload assignments and evaluation percentages indicated in their contracts. Changes in workload within the period of a contract should be indicated by an addendum to the contract.

Notes

1. Dates of official enactment and amendments:

November 1, 2014: Adopted by Provost
June 6, 2018: Modified

2. History:

June 6, 2018: Modified to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university.

3. Initial Policy Effective Date: November 1, 2014

4. Cross References/Appendix:

- [System Administrative Policy 1006, Differentiated Annual Workloads for Faculty](#)