



University of Colorado

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ADMINISTRATIVE POLICY STATEMENT

Policy Title: Differentiated Annual Workloads for Faculty - #1006

POLICY DETAILS

Effective Date:	July 1, 2007
Responsible Office:	Office of the Vice President of Academic Affairs and Research
Approved by:	President
Application:	All Campuses
Replaces:	N/A

Brief Description: Affirms the University's commitment to appropriate differentiated workloads.

I. INTRODUCTION

The intent of this policy is to affirm the University's commitment to appropriate use of differentiated workloads.

II. POLICY STATEMENT

The University of Colorado (1) affirms that it needs and values faculty contributions in teaching, service, research and creative work, and (2) provides a mechanism to facilitate annual recognition and support of these activities. The division of faculty activities into the categories above is, to a considerable degree, artificial for they are all important to the development and promulgation of knowledge. The academic life necessarily entails activity in all three areas.

The University recognizes that there are legitimate differences in faculty development needs within the academic community, in interests and areas of expertise among faculty members, in conventions among academic disciplines, and in academic unit program needs. A prescriptive, rigid, and uniform formula that inflexibly dictates annual workloads for individual faculty is not conducive to responding to these differences. Although some academic units apply a proportion of 40%-40%-20% to determine faculty workloads, the Laws of the Regents do not mandate this practice. Some units, such as libraries, museums and those that provide patient care, must have special provisions.

This policy pertains only to annual workloads. Utilization of annual differentiated workloads in no way compromises standards governing the award of tenure and promotion. For example, the Laws of the Regents (Article 5.B.4.(B)) clearly stipulate that "tenure may be awarded only to faculty members with demonstrated meritorious performance in each of the three areas of teaching,

research, or creative work, and service, and demonstrated excellence in either teaching or research or creative work." In the years prior to tenure and promotion to associate professor, careful assignment of annual workload is critical.

Similar care must be given to workload assignments prior to promotion to full professor.

When written policies do not exist, each Chancellor shall require primary units to develop policies on differentiated annual workloads which are consistent with the University's commitment to the tripartite mission of teaching, research/creative work, and service; individual faculty needs (e.g. career development, tenure and promotion); conventions in particular academic disciplines; academic unit program needs; and the goals and objectives of the college/school and campus. Subsequent annual Administrative Policy Statement assessment and reward of faculty should appropriately consider the assigned workload.

In establishing differentiated workloads for individual faculty members, chairs and deans must keep in mind the need to achieve overall balance within a primary unit while simultaneously assuring that individual faculty needs are addressed. For example, every unit is expected to achieve excellence in teaching, research/creative/scholarly achievement and service. Affected faculty members must be involved in the development and implementation of workload policies.

Primary unit policies could include the following:

- a. Criteria for evaluating the propriety of a differentiated workload assignment. These criteria would ensure that differentiated workloads are designed with meticulous consideration to an individual faculty member's ultimate need to satisfy specific evaluation criteria for tenure and/or promotion, as described in the Laws of the Regents.
- b. A mechanism for ensuring discussions between the primary unit chair and individual faculty members for the purpose of (1) deciding whether a differentiated workload assignment is appropriate and (2) determining an appropriate relationship between the individual development needs of the faculty, the program needs of the academic unit, and the University's commitment to the tripartite ideal of teaching, research/creative work, and service.
- c. A mechanism for ensuring that subsequent annual merit increases reflect the differentiated workloads agreed upon and are based on criteria used in making annual workload determinations.
- d. Provision for a written statement describing the agreement on differentiated annual workloads and expectations for the relevant academic year.
- e. In order to ensure appropriate communication between faculty and the primary unit chair, and a clear understanding of the appropriate uses of differentiated annual workloads, each Chancellor should provide for training and orientation for department chairs and other academic administrators.

The above policy must be developed by the primary unit in consultation with the appropriate Dean and Vice Chancellor for Academic Affairs.

The above policy creates no unilateral rights for a faculty member to insist on a particular workload assignment.

III. CONTACTS

- A. The Responsible Office will respond to questions and provide guidance regarding interpretation of this policy.

The Office of the Vice President for Academic Affairs and Research - 303-860-5600

V. HISTORY

Initial Policy Effective: July 1, 1989