



**Campus Administrative Policy**

**Policy Title: Differentiated Annual Workloads**

Policy Number: 1012      Functional Area: Academic and Faculty Affairs

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Effective: July 1, 2020  
Date Last Amended/Reviewed: June 5, 2020  
Date Scheduled for Review: July 1, 2027  
Supersedes: Differentiated Annual Workloads (November 1, 2014)

Approved by: Dorothy A. Horrell  
Chancellor, University of Colorado Denver

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: CU Denver

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**A. INTRODUCTION**

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

**B. POLICY STATEMENT**

1. Differentiated workloads may be negotiated consistent with the university’s commitment to teaching, scholarly/creative work, and leadership and service, based on individual faculty needs, academic program needs, and the goals and objectives of the school/college and campus. This policy sets forth the basic framework, and it is expected that more specific guidelines will be developed at the primary unit level.
2. Tenured and Tenure-Track Faculty
  - a. Each school, college, and library must establish a standard workload for scholarly/creative work, teaching, and leadership and service. The standard workload may differ based on discipline and faculty rank, but within a

discipline and faculty rank, the activities associated with a given workload should be consistent.

- b. Any variation from the standard represents a differentiated workload and should be only approved after careful consideration. A key element of a differentiated workload agreement is a differentiated evaluation matrix. The standard evaluation matrix for tenured and tenure-track faculty (usually 40% teaching, 40% research, 20% service) will be altered to account for the differentiated workload assignment. These evaluation proportions must be stated in the written agreement. Email qualifies as written documentation for the workload agreement.
    - (1) Units must have a process for determining the evaluation matrix for faculty with a differentiated workload to accommodate a sabbatical assignment.
  - c. Faculty members on the tenure track are strongly discouraged from seeking differentiated workloads because of the detrimental impact such assignment may have on their ability to develop a record of teaching, scholarly/creative work and leadership and service that is required for tenure and 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.
  - d. Differentiated workload agreements may be for a specified time or may be open-ended.
  - e. Faculty may elect to add additional criteria for determining whether to provide a differentiated workload to faculty members in their school/college.
3. Instructional, Research and Clinical (IRC) Faculty
- a. Eligible IRC faculty may request a workload assignment to accommodate professional development. Eligibility criteria include:
    - (1) Six years of continuous full-time service to the university. In calculating service years, periods of time when a faculty member took an unpaid leave of absence may count, depending on the circumstances and subject to approval by the provost.
    - (2) Annual performance ratings of “exceeding expectations” or higher.
  - b. Requests will be evaluated based on the merits of proposed professional development activity and the impact on the academic unit’s ability to meet its teaching, scholarly/creative work, or leadership and service mission (including the financial impact).
    - (1) The request shall include a clear work plan, including all planned professional development activities and an explanation of the benefit to academic, clinical, and/or teaching goals of the unit.
    - (2) Upon completion of the professional development activities, the faculty member must file a report describing their work and overall accomplishments during the period. The report must address whether

they met the objectives stated in the work plan, and how the activities contributed to the faculty member's professional growth and expertise.

- c. IRC faculty will have their workload assignments and evaluation matrix indicated in their employment agreement (which may be in the form of a letter of offer or contract). Changes in workload within the period covered by that agreement must be indicated by an addendum to the agreement. Changes in workload cannot extend beyond the current agreement.

## **C. APPROVAL PROCEDURES**

The written differentiated workload agreement must be signed by the faculty member and the chair/head of the academic 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, scholarly/creative work, leadership and service and, if relevant, professional and clinical activity.
4. The length of the agreement shall be stated. Open-ended agreements may only apply to tenured and tenure-track faculty. The effective period of the agreement shall be indicated, and the agreement shall be provided to the faculty member before the effective period begins.
5. Tenured and tenure-track faculty who are denied a differentiated workload may appeal to the dean of their applicable school or college. The appeal must be filed in writing within ten (10) working days' notice of denial. The dean's decision is final.
  - a. If the dispute involves a dean's decision, the request for review will be referred to an appropriate school/college/library faculty committee, who will issue a recommendation to the dean, but the dean retains authority to uphold the original decision.

## **Notes**

1. Dates of official enactment and amendments:  
November 1, 2014: Adopted by Provost  
June 6, 2018: Modified  
July 1, 2020: Revised, adopted by the Chancellor
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 statements organized around the several operational divisions of the university.

July 1, 2020: Revised to reflect changes to System Administrative Policy 1006, Differentiated Annual Workloads for Faculty.

3. Initial Policy Effective Date: November 1, 2014

4. Cross References/Appendix:

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