CESS Faculty Workload Guidelines

The College of Education and Social Services (CESS) at the University of Vermont administers faculty workloads pursuant to the Collective Bargaining Agreement (CBA) between the University of Vermont and United Academics. These guidelines provide general expectations regarding faculty workload and responsibilities within CESS in accordance with Article 16 of the CBA, which recognizes that: “Department chairpersons shall be responsible for the scheduling and assignment of all faculty under their direction, subject to the approval of the dean.” The goal of these guidelines is fairness and equitable accounting for faculty workload across CESS.

Article 16.2 of the CBA 2011-2014 states,

The parties recognize that, in making workload assignments, the Chair will consider various factors, including but not necessarily limited to the workload demands of specific assignments; availability of teaching support, such as teaching or graduate assistants; the number of classroom contact hours, class size and the total number of students taught by the faculty member; the times at which classes are scheduled; the number of new course preparations; approved distributions of individual effort among criteria relevant to the specific faculty appointment (such as teaching, scholarly activity and service); demands and requirements of externally funded contracts and grants; and the nature of the academic program, which may require flexibility in assignments to maintain program quality. It is further recognized that, in making workload assignments, Chairs and Deans will also take into account fiscal considerations, the overall needs and mission of the school or college and the University, and sound pedagogical practices.

Tenured Faculty

Tenured faculty are expected to contribute to the teaching mission of the University, advise students, undertake independent and/or collaborative research, and perform professional service. Accordingly, the following general workload applies to full-time tenured and tenure-track faculty:

- A teaching load of five course equivalents per year (55% of workload effort)
- Undergraduate and/or graduate advising (7.5% of workload effort: at least 35 undergraduate students (including minor advising) or at least 15 graduate students or a combination of the two)
- Research activities (25% of workload effort)
- Professional service (12.5% of workload effort and must include service to the program, department, college, and university)

In the event of a reduction in research activity and/or productivity (i.e. no refereed journal articles or books published, grants funded, peer-reviewed book chapters within the last
three years), with approval of the Dean and Chair, a faculty member will be encouraged towards productivity in other areas with an increased allocation in teaching, advising, or service. This does not apply to probationary tenure track faculty.

**Probationary Tenure-Track Faculty**

Tenure-track faculty are expected to contribute to the teaching mission of the University, advise students, undertake independent and/or collaborative research, and perform professional service. Accordingly, the following general workload applies to full-time tenure-track faculty:

- A maximum teaching load of five course equivalents per year (55% of workload effort)
- Undergraduate and/or graduate advising (7.5% of workload effort: at least 35 undergraduate students (including minors) or at least 15 graduate students or some combination of the two)
- Research activities (30% of workload)
- Professional service (7.5% of workload effort)

Please Note: In keeping with Article 16.4 of the CBA, The “department chairperson, with the approval of the dean, will provide a lesser teaching load or some other workload accommodation by the fourth year of service to allow the faculty member to devote more time to research/scholarship activity/creative activity in preparation for his or her tenure review. Such a reduction will be no less that two courses, or the equivalent. The scheduling of the course reduction shall be done in consultation with the faculty member to ensure that is appropriate to his/her release goals and, unless the faculty member agrees, shall not be during the first appointment year.”

**Lecturers and Senior Lecturers**

Lecturers are expected to contribute to the teaching mission of the University. Accordingly, the following normal workload applies to full-time lecturers:

- A teaching load of eight course equivalents per year (88% of effort)
- Academic advising or service related to teaching (12% of effort)

Duties associated with academic advising are addressed in CBA 14.5.e.i. Service Related to teaching generally may include such activities as attending program and college meetings, program and college recruitment events, working on program curriculum development, evaluating portfolios, course design, and accreditation. The percent of effort for lecturers may be adjusted, as appropriate, by a Department Chair or Dean to reflect the balance of activities.

**Program Coordination**

A tenured, tenure-track, or lecturer faculty may receive an 11% workload allocation for serving as a program coordinator. To receive an 11% workload allocation for program coordination, the program has to graduate an average of at least 10 students a year over the past three years if it is an undergraduate program, 5 students a year if it is a masters
program, and 2 students a year if it is a doctoral program, or a combination of the above if the program is both undergraduate and graduate. If graduation numbers do not meet these minima then the coordinator would only receive a 5.5% allocation on their workload per year or 11% every other year.

**Grant Releases**
Grant funded or contract work releases from teaching and advising will require 12.5% FTE allocation from a full-time faculty member’s salary (plus fringe) for the release and 25% FTE for two releases. No more than 25% FTE may be bought out per year. The Department Chair with approval by the Dean will determine which course and advising will be bought out after consultation with the faculty member. Buyouts of courses counting as two course equivalencies will require two 25% FTE allocation. If a faculty member wants to buy out more than 25% of their FTE then they will need approval from the chair and dean.

**Cancelled Sections**
Department Chairs and the Dean are responsible for scheduling course sections with the expectation that the course will achieve enrollment minima as set by the Provost Office (see [http://www.uvm.edu/provost/?Page=classenrollmentminimum.html](http://www.uvm.edu/provost/?Page=classenrollmentminimum.html)). In the event that a section is cancelled, the workload of the affected instructor(s) will be reassigned by the Department Chair or Dean.

Article 16.2 states,  

*If a faculty member’s class is cancelled due to low enrollment, and if the University decides to give him/her an alternative work assignment, such assignment must be during the same or subsequent academic year.*

Article 16.1 states,  

*Nothing shall preclude a Department Chair from modifying the work expectations or schedules as may be necessary prior to or during the academic year or its equivalent provided he or she first discusses such changes with the faculty member, and provided the changes are not arbitrary or capricious.*

Provost Approval: April 5, 2012