

Department of Learning Resources Faculty Workload Policy

This is the general statement of the Department of Learning Resources Faculty Workload Policy. The Department will modify this policy as appropriate to address its specific needs. The Associate Dean has the responsibility and authority to assign faculty workloads to fulfill departmental and college missions.

Total workload: The expected minimum number of hours worked per week for ETSU full-time faculty members is 37.5 hours. Certain responsibilities such as urgent inquiries related to clinical care or research support, outreach and professional development events, grant- or reporting-related deadlines, library opening/closing, or service desk coverage may occasionally require additional work hours.

Leave: Faculty members are expected to take leave time when any regular duties must be canceled for personal purposes. If a faculty member is out of the local area and not available to participate in administrative activity on a regularly scheduled university work day, leave should be taken. Faculty members are expected to complete a written leave request to be approved by their supervisor in advance of their planned leave.

Work location: In general, faculty members will be expected to perform their work in their approved office, lab, practice location, or teaching site. Exceptions occurring on a regular basis should be documented in a written plan approved by the department chair.

Work hours: Faculty members may be afforded some flexibility in working hours. However, standard expected work hours are 8am to 4:30 pm, during which the faculty member is expected to either be present in the Department or have communicated (such as by shared calendar) that they are at an off-site work-related event (e.g., clinical rounds or teaching). Regular exceptions to these hours must be discussed with and approved by the Associate Dean.

Teaching time: Time spent developing, teaching, and providing follow-up support in any setting is considered part of the faculty members' regular workload. If significant time is needed to develop or deliver instruction such that the faculty member is unable to complete other typical duties, this must be discussed with and approved in advance by the Associate Dean.

Teaching assignments: While faculty members and departmental leaders should work collegially regarding specific teaching assignments and interests, the Associate Dean has a responsibility to insure time and expertise is allocated appropriately. The Associate Dean has the authority to assign faculty to teach in any subject area for which they are qualified by their terminal degree, certification, or other demonstrated expertise. Assigning faculty members to teach specific content areas does not represent infringement of a faculty member's academic freedom.

As teaching activities by Learning Resources faculty are typically embedded in existing courses or delivered as standalone sessions, there is no assumption of "ownership" of specific topics; teaching assignments and teaching topic selection will be distributed among qualified library staff members according to expertise and availability in service of the College's mission rather than by seniority or personal preference. The Associate Dean may observe teaching sessions or request feedback be collected from participants in order to evaluate the success and appropriateness of faculty members' teaching activities. Such feedback/observation may result in modification of teaching activities and/or requests for further professional development before activities are resumed.

Research/Scholarship time: Will be negotiated with the chair on an annual basis. Faculty members with time committed to research should demonstrate research output such as peer reviewed publications, grants submitted, and grants funded. Faculty members with a high level of research time who fail to demonstrate such productivity may have their percent research effort reduced by the Associate Dean. Faculty members with a high level of research time should fund a meaningful portion of their salary from research grants. Faculty members involved in research will continue to support other departmental activities. Research projects should be discussed with the Associate Dean prior to the committing of significant time and resources. It is expected that research/scholarship output (paper submissions, posters, or other products) will be reviewed with the Associate Dean prior to submission to outside entities.

Administrative and Institutional Service activities: Should provide tangible benefit to the university and/or the community. This benefit may include the opportunity for the faculty member to exercise their area of expertise, meet a community need, advance the reputation of the university in the community, or provide learning opportunities. Those with high levels of commitment to service should generate revenue related to this service through grants and/or contracts. The percent effort and type of service must be approved by the Associate Dean.

Individual Faculty Workload: Individual faculty workloads should be developed by the faculty member and the Associate Dean working within the guidelines set by the department. The workload must be approved by the Associate Dean. The proposed workload should be stated in writing in the faculty activity plan for the next year and be signed by the faculty member, the Associate Dean, and the Dean of the College. Individual workloads as defined in the faculty activities plan should be set on an annual basis. However, since new opportunities may become available throughout the year in the areas of teaching, research/scholarship and service, faculty workloads may be subject to review and adjustment as reasonable and necessary.

Workload Review: If a faculty member and his/her Associate Dean cannot agree upon an appropriate workload, the faculty member may submit a request for resolution, to the Faculty Advisory Council. The Faculty Advisory Council will make a recommendation to the Dean, who will inform the faculty member and the Associate Dean of his/her decision. If the faculty member is not satisfied with the Dean's decision, he/she may seek guidance from a Faculty Senate Procedural Consultant and, if necessary, pursue relief through appropriate channels. The chair of the Faculty Concerns and Grievances Committee can be contacted for help in identifying the current Faculty Senate Procedural Consultants.

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