

Department of Pathology Faculty Workload Policy

Total workload: The expected minimum number of hours worked per week for ETSU full-time faculty members is 37.5 hours. Faculty members involved in providing patient care services through MEAC or other settings should have an expectation of working more than this based on the clinical service demands. Call responsibilities may require more working 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 in the local area (within 30 miles of campus), with no assigned duties on a regularly scheduled university work day, and is available to participate in administrative activities as needed, leave is not required. If a faculty member has no assigned duties but 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. This includes those situations in which a work schedule involves working a demanding schedule for a period of time followed by a period of time with no assigned duties. 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 more than 75% of 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 with the department chair.

Teaching time: Additional time beyond direct contact time is necessary for teaching preparation and meetings with students. Development of new teaching methodologies or content may require more time and will be negotiated prospectively between the chair and faculty member. Determination of time needed for development of new online courses will be negotiated prospectively between the chair and faculty member. More effort is required for course administration by course directors beyond the hours they teach and the amount of time required will be negotiated prospectively between the chair and faculty member. Input from the Executive Associate Dean for Academic and Faculty Affairs may be useful in making these determinations in selected cases. Teaching in a patient care setting for which a faculty member is billing for patient care services may be included in teaching time determinations but the time should be only for that part spent teaching and not for the time otherwise needed for patient care. Similarly, teaching in a research setting in which the faculty member is actively engaged in research will be credited for the amount of time actually spent teaching and not for the time otherwise needed to conduct the research. Service as a clerkship director for a required clerkship generally represents a 20-25% time commitment.

Teaching assignments: While faculty members and chairs should work collegially regarding specific teaching assignments, chairs have a responsibility to insure all required curricular content is addressed. Chairs have 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. Faculty members involved in teaching will support departmental activities necessary to maintain appropriate institutional accreditation.

Research time: Will be negotiated with the chair on an annual basis. Generally, higher levels of research time should be associated with higher demonstrated research productivity. Faculty members with more than 50% of time committed to research should demonstrate research output such as peer

reviewed publications, grants submitted, and grants funded. Ideally faculty members with a high level of research time should fund a meaningful portion of their salary from research grants. Faculty members with a high level of research time who fail to demonstrate such productivity may have their percent research effort reduced. Faculty members involved in research will support departmental activities necessary to maintain appropriate institutional accreditation.

Service activities: Should provide tangible benefit to both the university and the community. This benefit may include the opportunity for the faculty member to practice in 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.

Clinical care: In general the percentage of time spent in clinical care will be negotiated annually by the chair and faculty member. The clinical care time commitment for those involved in clinical care on average should not be less than 10%. As faculty members may provide clinical care in settings not under the control of the university, circumstances may change related to such practice settings which are beyond the control of the faculty member and the chair. These changes may impact other aspects of clinical care and require changes in time allocation. Unpredictable changes (departures, illness, etc.) related to faculty staffing may require changes in the workload for other faculty members to cover patient care commitments. Faculty members involved in clinical care will support departmental activities necessary to maintain appropriate institutional accreditation.

Individual Faculty Workload: Individual faculty workloads should be developed by the faculty member and his/her chair working within the guidelines set by the department. 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 chair and the dean. Individual workloads for untenured faculty who receive annual contracts should be set annually. For tenured faculty, individual workloads should be established for a typical period of three to five years. However, since each faculty member is evaluated annually and new opportunities may become available in the areas of teaching, research/scholarship and/or service, faculty workloads may be subject to review and adjustment as reasonable and necessary.

Workload Review: If a faculty member and his/her chair 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 chair 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 appropriate, file a complaint or grievance through appropriate channels.

Faculty Workload

Faculty appointments are governed by Tennessee Board of Regents Policy No. 5:01:00:00, and TBR Guideline A-052, which address, among other subjects, the length of the work week, holding office hours, and non-instructional assigned time. Although the traditional classification of faculty workload is in terms of teaching, research and service, this simple breakdown does not capture well the complexity of faculty activities in a modern university. Instruction takes many forms; research, scholarship and creative activity are highly dependent on the nature of the discipline; and university, professional and community service and outreach defy uniform classification across disciplines. In many instances, activities can be considered as falling within two or even three of these categories. Determining an appropriate workload for an individual faculty member that will prepare him/her for tenure and/or promotion, and lead him/her to make meaningful contributions to the university requires consideration of each of the above, as well as the particular strengths and interests of that individual within the context of departmental, college and university needs. It is evident that a uniform approach to determining faculty workload across the university, within a college, or even within a department or academic program, will rarely be productive.

Departmental Workload Policy

Each department or equivalent administrative unit shall develop a faculty workload policy that addresses the university's mission and goals, as well as those of the college, department and, where applicable, the appropriate accrediting or approval body. The policy shall be decided by all departmental faculty to whom it will apply, and it should involve sufficient flexibility that it would allow the department to draw upon each faculty member's unique ability to contribute. Each departmental faculty workload policy shall be approved by the appropriate dean and vice-president. Departmental workload policies shall be reviewed by the departmental faculty at least once every five years and be re-affirmed or revised as appropriate to the department. The departmental workload policy shall be made available to all faculty members within the department to whom it pertains.

The policy shall include a clearly delineated appeals process. Each college shall establish a workload review committee, to which appeals may be addressed; this committee shall make recommendations for resolution to the dean. It is recommended that each department also establish such a committee in order to seek to resolve disputes at the department level.

Individual faculty workloads should be developed by the faculty member and his/her chair working within the guidelines set by the department. The proposed workload should be stated in writing and signed by the faculty member, the chair and the dean. Individual workloads should be set annually for untenured faculty, who receive annual contracts. For tenured faculty, individual workloads should be established for a typical period of three to five years. However, since each faculty member is evaluated annually and new opportunities may become available in the areas of teaching, research/scholarship and/or service, faculty workloads may be subject to review and adjustment as reasonable and necessary. The appropriate time of year to establish individual faculty workloads should be determined at the department level, bearing in mind such matters as deadlines for submission of teaching schedules, periods of service on boards or committees, or grant submission deadlines.

Workload Review

If a faculty member and his/her chair cannot agree upon an appropriate workload, the faculty member may submit a request for resolution, as outlined in the departmental workload policy appeals process. He/She should submit the request to the departmental review committee, if such a committee has been established. If a departmental committee has not been established, or the faculty member is not satisfied with the response of the departmental committee, he/she should forward the request to the college workload review committee. This committee will make a recommendation to the dean, who will inform the faculty member and the chair 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 appropriate, file a complaint or grievance through appropriate channels.

Workload Limits and Overloads

The agreed upon faculty workload will normally set limits on the expected activities of a faculty member. In rare instances, a faculty member may be asked to assume an additional responsibility, for example, to teach an additional course. In such circumstances the faculty member may qualify for overload pay. All overloads must be documented and agreed to by the faculty member, his/her chair and the dean, and recommended in advance by the Provost and approved by the President. Overload pay should be based on the rate set by the Tennessee Board of Regents.

09/25/79; 03/15/91; 12/11/08

Note: Adopted by a majority vote of the pathology faculty last week (10/22/14).