McCOY COLLEGE OF BUSINESS

CBAPPS 5.06: Workload Policy

POLICY STATEMENT

The purpose of this policy is to define workload classifications assigned to McCoy College faculty, that encourages excellence and emphasizes academic professionalism.

UNIVERSITY POLICIES

AA/PPS 04.01.40 Faculty Workload
AA/PPS 04.02.20 Tenure and Promotion Review
AA/PPS 04.02.10 Performance Evaluation of Continuing Faculty and Post-Tenure Review

MCCOY COLLEGE POLICIES

CBAPPS 5.01 Faculty Evaluation
CBAPPS 5.02 Evaluation of Non-Tenure Track Faculty for Reappointment
CBAPPS 5.03 Evaluation of Tenure-Track Faculty for Reappointment
CBAPPS 5.05 Tenure/Promotion Policy
CBAPPS 5.07 Criteria for Faculty Qualifications
CBAPPS 5.09 Faculty of Practice Recruitment, Appointment, and Activities
CBAPPS 5.10 Clinical Faculty Recruitment, Appointment, and Activities

FACULTY WORKLOAD CLASSIFICATIONS

1) By January 31st of each year, faculty members will update their data in the Faculty Qualifications System in preparation for the annual evaluation process described in CBAPPS 5.01. As part of the annual faculty evaluation process, the Department Chair will evaluate the faculty member's performance across teaching, research, and service. The Chair will meet with each faculty member to review his/her performance evaluation.

2) Based on the annual evaluation, the Department Chair will assign each faculty member one of the following workload classifications for the subsequent academic year. As per current University policy, faculty in each of the following classifications will be assigned twelve workload credits per semester:

   a) Scholastic Academic (SA) Workload

      i) Tenure-track assistant professors who are SA teach six workload credits per semester (i.e., a "2-2" teaching load), with six workload credits assigned for research.

      ii) Tenured associate or full professors who are SA teach nine workload credits per semester (i.e., a "3-3" teaching load), with three workload credits assigned for

research. Associate and full professors who do not hold endowed positions and who:

    (1) publish in a journal classified in the Australian Business Deans Council (ABDC) as "A" or in a journal classified in the Chartered Association of Business Schools (CABS) as "3" during the year under annual review, may be eligible to teach six workload credits in one semester and nine workload credits in the other semester (i.e. a "2-3" or "3-2" teaching load) for a two-year period.[1]

    (2) publish in a journal classified in the ABDC list as "A*" or in a journal classified in the CABS list as "4" during the year under annual review, may be eligible to teach six workload credits per semester (i.e. a "2-2" teaching load) for a two-year period.

  iii) Faculty appointed to an endowed professorship who are SA teach six workload credits per semester (i.e., a "2-2" teaching load), with six workload credits assigned for research.

  iv) Endowed chairs who are SA teach three workload credits per semester (i.e., a "1-1" teaching load), with nine workload credits assigned for research.

b) Scholarly Practitioners (SP) Workload

  i) Full-time, non-tenure track faculty who maintain SP status will teach nine workload credits in one semester and twelve workload credits in the other semester (i.e., a "3-4" teaching load), with a total of three workload credits per academic year assigned for research.

c) Practice Academics (PA) Workload

  i) Full-time faculty who maintain PA status will teach twelve workload credits (i.e., a "4-4" teaching load). They may be eligible for a workload release based on participation in special engagements assigned by the dean or department chair and teach nine workload credits in one semester and twelve workload credits in the other semester (i.e., a "3-4" teaching load), with a total of three workload credits per academic year assigned for special engagements.

d) Instructional Practitioner (IP) Workload

  i) Full-time faculty who maintain IP status will teach twelve workload credits (i.e., a "4-4" teaching load). Lecturers may be eligible for a workload release based on participation in special engagements assigned by the dean and teach nine workload credits in one semester and twelve workload credits in the other semester (i.e., a "3-4" teaching load), with a total of three workload credits per academic year assigned for special engagements.

e) Additional (A) Workload

  i) Full-time faculty who fail to meet the college's criteria for SA, PA, SP or IP status will be classified as Additional and teach twelve workload credits (i.e., a "4-4" teaching load).

3) Other Considerations:

  a) Tenured associate or full professors who do not maintain SA status will teach twelve

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[1] The acceptance date of the article will be used as the "publication date." Faculty must upload a copy of the acceptance email to Faculty Qualifications.

workload credits (e.g., a "4-4" teaching load).

b) The Department Chair will make workload reports available to the Department Personnel Committee, the Dean, and the College of Business Council following submittal to the Provost.

c) In the event that another externally validated journal list becomes available and is suggested by the faculty, the College of Business Council shall determine whether the suggested list is adopted.

d) Decisions about course reductions are made at the discretion of the Department Chair in consultation with the affected faculty. All course reductions must take into consideration the needs, resources, and policies of the Department, the College, and the University, as well as the individual's professional goals.

CERTIFICATION STATEMENT

This CBAPPS has been approved by the reviewers listed below and represents the McCoy College of Business policy and procedure from the date of the document until superseded.

Last Update: 05/09/2024
Review Cycle: E5Y
Next Review Date: September 1, 2028

CBAC Review: _Phillip Davis (Sep 25, 2024 10:34 CDT)_____ Date: Sep 25, 2024

Phillip Davis
Associate Dean, Faculty Success and Research

Governance Review: _Kevin Jetton_
_Kevin Jetton (Sep 25, 2024 10:57 CDT)_____ Date: Sep 25, 2024

Kevin Jetton
Chair, Governance Committee

Approved: _Sanjay Ramchander_____ Date: Sep 25, 2024

Sanjay Ramchander
Dean of the College of Business

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