

**Department of Communication
Faculty Workload Policy
Saint Louis University**

Guiding Principles

The faculty in the Department of Communication contributes to the mission of Saint Louis University through teaching, research, and service. Our workload policy is guided by principles of equity, clarity, and transparency in work assignments and recognizes the diverse and valuable ways in which our faculty members contribute to the work of the department, college, and university. Work assignments in the department are made by the department chair and guided by a concern for the collective good of the unit and its goals as well as for faculty members' success in their individual research, teaching, and service goals. Workload assignments will be consistent with the University workload policy approved by the Provost's office and the Faculty Senate and with the workload policy of the College of Arts and Sciences.

Workload Assignments for Faculty

The standard workload assignment for research-active faculty is 40% teaching, 40% research, and 20% service. Research-active faculty on a 9-month contract will have a teaching assignment of two three-credit hour classes each semester or the equivalent.

Prior to tenure and promotion, the department Tenure and Promotion Policy outlines the standard expectation for research-active faculty. All untenured, tenure-track faculty will be considered research active.

After a research-active faculty member earns tenure and promotion, faculty members will be expected to continue to engage in ongoing scholarly work, with a minimum expectation of one peer-reviewed publication a year, or the equivalent, for faculty with a 40% workload assignment for research. In addition to peer-reviewed publications or creative work, research activity also may include scholarly work like books, community-based scholarship, grant-funded projects, invited book chapters and essays, and textbooks.

Research-active faculty should demonstrate progress in research activity in their annual review. In addition to published work, tenured faculty members may demonstrate research activity through work in progress (e.g., journal articles or creative work under review, substantial data collection and analysis, external grant applications, and/or book manuscript development). Because different types of projects may follow a different timeline for completion, a rolling five-year average of research productivity will be used to evaluate scholarship; work in progress that is moving toward publication as well as the quality of the work will be taken into consideration. This timeline ensures appropriate flexibility for the completion of projects.

Faculty members who do not meet the minimum expectation of research productivity over a five-year period will receive an adjusted workload assignment with a greater degree of teaching and/or service. The faculty member's adjusted research workload will vary proportionately and be appropriate to the faculty member's research productivity. Faculty with no research productivity over five years will be assigned a full teaching load

of four classes each semester. The workload readjustment will be determined by the department chair.

The standard workload assignment for non-tenure-track faculty is 80% teaching and 20% service. An 80% teaching load for a faculty member on a 9-month contract includes a teaching assignment of four three-credit hour classes each semester or the equivalent. In some cases, non-tenure-track faculty may have a partial assignment for research or creative work as appropriate to their position. In these cases, expectations for research productivity will be proportional to the percentage of the workload allotted to research. Per college policy, the specific distribution of workload responsibilities for each non-tenure-track faculty member will be identified in a document that also outlines criteria for promotion. This document should be created during the faculty member's first year of service and be approved by the Department Rank and Tenure Committee. It then must be approved by the Dean and the College Rank, Tenure, and Sabbatical Committee.

The standard teaching load for all faculty members encompasses teaching activities (e.g., mentoring undergraduate and graduate students, supervising theses or applied projects, serving on graduate committees, conducting independent studies) that take place outside of the classroom. Only in exceptional cases (e.g., extensive graduate student advising), as agreed to by the department chair, would these teaching activities replace a formal course assignment in the workload of the faculty member.

There are several important teaching assignments in the department that are significant for students' learning experiences but not a part of formally assigned courses in the program (e.g., advising Public Relations Student Society of America, advising Advertising Club, coordinating the TV studio, working with student media). These assignments are considered to be a part of a faculty member's standard instructional assignment and can result in a reduction in the number of classes taught. How these assignments are weighted will be determined by the amount of time required and negotiated with the department chair.

Members of the faculty holding administrative appointments will have adjusted workloads to accommodate their administrative duties. How these administrative workload assignments are weighted will be influenced by the nature of the responsibilities and amount of time required by the position and worked out with the department chair.

Faculty members' standard service responsibilities include participation in department, college, or university committees, and engaging in the life of the department (e.g., attending department events and faculty meetings). Service assignments within the department typically are made at the beginning of each academic year.

Reassignment of Workload for Faculty

Our workload policy preserves some degree of flexibility so that the chair, in consultation with a faculty member, may reassign workload when appropriate. Although regular service is a part of the standard workload, faculty members may request a reassignment of workload for extraordinary service expectations for the department (e.g., chairing the program review committee), university (e.g., chairing the Faculty Senate), or discipline (e.g., journal editorship). It is also possible that a faculty member may request a workload adjustment for scholarship (e.g., completing a book, grant-funded research),

teaching (e.g., significant curriculum development), or service related to research (e.g., a community partnership contributing to a research partnership or major grant application). These requests are negotiated with the department chair.

Departmental Processes

Each faculty member's workload assignment will be reviewed by the chair and the faculty member during the annual performance review, which occurs at the beginning of the calendar year. Faculty members may request a change in workload distribution, and the department chair may recommend a change in workload distribution. Any changes to workload responsibilities will be discussed by the chair and the faculty member and should be consistent with the department Workload Policy. Workload assignments for the next academic year will be explicitly outlined and justified in the annual review. Per college policy, workload assignments will be submitted to the College dean for approval along with the annual review letter. Workload changes typically would be implemented at the start of the next academic year.

At times, changes to work responsibilities may need to be made after the annual review. A faculty member's workload, for example, may need to be adjusted to respond to family or medical leaves or sabbaticals. These adjustments will be made in a fair and equitable manner consistent with university policy. In addition, it is possible that unexpected events will arise during the calendar year (e.g., a service opportunity or new administrative appointment) that will necessitate a change in the workload assignment. When this happens, a modified workload assignment and justification document will be developed and submitted to the dean.