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SUBJECT: FACULTY WORKLOADS

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PURPOSE: To establish guidelines for the equitable assignment of faculty responsibility

### GENERAL POLICY

The major areas of responsibility expected of LSUA faculty members and the approximate percentages these areas should contribute to the workload are as follows: Instructional Ability (60%), Participation in University Activities (15%), Community Service (5%), and Scholarly and Research Activity (20%). While the primary duty of LSUA faculty members is instruction, it is recognized that other responsibilities are required of or voluntarily undertaken by faculty members, and that these additional responsibilities are a valuable part of the faculty member's contribution to the university and the community. These other responsibilities include, but are not limited to: committee membership, academic advising, guidance of student organizations, research, and community service. It is neither possible nor desirable to quantify or control all aspects of faculty responsibilities or contributions. However, it is desirable that faculty duties assigned by the university be assigned in an equitable and reasonable manner.

#### I. TEACHING LOAD

Guidelines for the assignment of faculty teaching loads have already been established by Policy Statement 209. Normal teaching loads and overloads for regular semesters and for the summer semester are defined in that policy statement. Compensation for teaching overloads is specified. PS 209 also specifies that no faculty member can be required to teach an overload. Overloads must be approved by the department chair, appropriate dean, and the Vice Chancellor for Academic Affairs. It is their duty to see that overloads are rotated among faculty to the extent possible and that faculty do not volunteer for excessive overloads that would adversely affect the quality of their teaching.

#### II. ACADEMIC ADVISING

The Admissions Office assigns incoming students to academic advisors by using a computer algorithm. This ensures equitable distribution of advisees among all advisors assigned to a given curriculum. The department chair shall be responsible for deciding which curricula are assigned to a given advisor. Each department chair shall review annually the advising load of each faculty member. The department chair shall make adjustments in the advising assignments as necessary to maintain reasonably equal advising loads for all faculty within the department.

### III. COMMITTEE MEMBERSHIP

Committee assignments represent a major portion of the service to the university that is expected of all faculty members. The membership of Faculty Senate committees is determined by the Committee on Committees, as described in the Bylaws of the LSUA Faculty Council. Members of administrative committees are assigned by the Chancellor in consultation with the Vice Chancellor for Academic Affairs. It is their responsibility to ensure that these assignments are made so as not to unduly burden any faculty member. Faculty members may request to be removed from administrative committees. Faculty may also be assigned to department or college committees. It is the responsibility of the department chair to ensure that assignment of faculty to department committees is done fairly and reasonably.

### IV. GUIDANCE OF STUDENT ORGANIZATIONS

Service of a faculty member as advisor to any student organization is strictly voluntary. It is, however, a valuable service to the university and should be included in the university service portion of the annual Faculty Plan/Report. It is the responsibility of the department chair and dean, when reviewing the annual Faculty Plan/Report, to discuss this service with the faculty member if it appears that the faculty member has assumed work that would adversely affect instructional or other duties.

### V. COMMUNITY SERVICE

Community service is expected of all faculty members. However, the time and effort devoted to community service, as well as the type of service, are the choice of the individual faculty member. Each faculty member must describe his/her plans for community service on the appropriate section of the annual Faculty Plan/Report. It is the responsibility of the department chair and the dean, when reviewing the annual Faculty Plan/Report, to discuss this service with the faculty member if it appears that the faculty member is either not involved enough in community service or is involved to an extent that would adversely affect other areas of faculty responsibility.

### VI. RESEARCH AND SCHOLARLY ACTIVITY

All faculty members are expected to participate in activities related to professional development. Activities directed toward faculty development vary greatly among faculty members and are the choice of the individual. Examples include travel, attendance at professional meetings, scholarly writing, research, and reading in the field. Faculty development activities must be described in each faculty member's annual Faculty Plan/Report. It is the responsibility of the department chair and the dean, when reviewing the annual Faculty Plan/Report, to discuss professional development with the faculty member, and to suggest improvements if the faculty member is lacking in this area or is involved so extensively as to adversely affect other duties.



