

## NEW ARTICLE

### FACULTY WORKLOAD

Assignment of faculty workload is generally determined in accordance with Article XIV Section E. of the University By-Laws (revised August 5, 2015) which provides that the University, through its Deans and Department Heads, will assign duties that are reasonable and consistent with good and effective practices in teaching, research and outreach. In addition, faculty are expected to carry a reasonable amount of departmental duties and departmental/university committee responsibilities. Each academic department shall develop and maintain workload guidelines that are consistent with the University's By-Laws and this Article. In the absence of departmental workload guidelines the relevant School or College guidelines will control.

1. Workload Baseline.

a. Each department shall develop criteria for measuring workload, and shall develop baseline workload requirements dictating the minimum amount of work expectations that faculty members must perform each academic year (through teaching, research, and service). Such guidelines shall leave sufficient flexibility to tailor workload expectations to each unit's priorities and values. An individual faculty member's workload shall be assigned with the expectation that the faculty member will have the opportunity to meet the criteria for satisfactory peer review. The criteria should permit both individual faculty members and administrators to reasonably determine attainment. Such guidelines must be consistent with any published School, College, and/or University By-laws or policies regarding workload in existence as of August 5, 2015.

b. Each department may determine the manner in which its workload guidelines are developed.

c. The department head shall review the workload guidelines and any revisions thereto with the Dean to ensure that the guidelines are in alignment with the goals of the School/College and in keeping with the Academic Plan.

d. Once adopted, baseline workload standards will be shared with all new and prospective faculty members during the hiring process.

e. ~~Nothing in this section shall supersede or override an individual faculty member's letter of appointment.~~

2. ~~Workload and Merit.~~

~~Each department's workload guidelines shall contain a provision specifying that workload shall be a consideration in the award of merit, and that no merit pay may be awarded to any faculty member who fails to meet his/her department's baseline workload expectations. [The parties agree to move this paragraph to Article 25]~~

2. Compliance with Workload Requirements.

a. Upon request, a faculty member shall provide to his/her department head a list of his/her work activities, including courses taught, research performed, and service to the profession, to the university and to the community. It is the responsibility of each faculty member to ensure that all data is complete, accurate, and current. Normally, if a faculty member has applied to participate in any merit pool, such submission will fulfill the above requirements unless the Department Head requires additional information.

b. The department head will evaluate the activity reports and provide a written assessment of whether, or to what extent, the faculty member's workload has met the standards established by the department.

a-c. In the event the department head determines the faculty member is not meeting the baseline workload expectations, the department head and faculty member shall meet to discuss the faculty member's workload, and ways to bring the faculty member into compliance with departmental standards. Following this discussion, the department head shall prepare a summary memorandum outlining for the faculty member a workload plan for the ensuing year. If the faculty member fails to meet the department's baseline workload requirements in the ensuing year, the department head may consider such failure in establishing subsequent workload plans, including assignment of additional classes. Failure to consistently satisfy departmental workload standards may be used as evidence of unsatisfactory performance.

b-d. In the event the faculty member disagrees with a determination that he or she is not meeting baseline workload expectations, he or she may request an evaluation by the departmental PTR committee or its equivalent in non-departmentalized schools. If the PTR committee disagrees with the assessment of the Department Head, it shall issue written findings and recommendations to the Dean whose decision shall be final.

e. If a faculty member's research and scholarly productivity improves/declines over time, alternative duties may be decreased/increased.

3. For pre-tenured faculty, any significant departure from the effort allocation or expectations described in the offer letter shall be made only after discussion with the faculty member.

4. This Article shall not be subject to the Contractual Grievance Procedure provided in Article 10.

**Tentative Approval**

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**AAUP**

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**University of Connecticut**

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