

## Workload Policy (Approved by Faculty on XX/XX/XX)

The College of Health (COH) Faculty Workload Policy is designed to implement and adhere to the current Collective Bargaining Agreement (CBA) between AAUP-CSU and the CSU administration (2021-2024). Article 13.1 D. of the CBA states that R U N O R D G guidelines shall be developed by each college using appropriate faculty governance mechanisms. Workload guidelines are subject to the approval of the Office of the Provost, such that they are consistent with the provisions of 13.1 B, 13.1 E, and 13.1 F with normative teaching loads of 16 credits for tenured and tenure track faculty in the E D U J D L Q L T. Therefore, the following policies will apply to faculty workload assignments effective with the 2026 academic year; faculty will be notified of these workload assignments by January 31, as required by the collective bargaining agreement. (Language quoted from the CBA appears in italicized type) This document serves as a guideline to promote equity between the units within the college.

### I. PROCEDURE FOR WORKLOAD DETERMINATION & NOTIFICATION

#### A. Preliminary Preparation

By December 1st, faculty will confer with their Chair/Director and provide documentation of their record of accomplishments and prospective activities that are relevant for workload determination. (13.1.B) In advance of that conference, faculty will provide their Chair/Director an updated CV (dated November 30 of the current year), along with other relevant supplemental L Q I R U P D W L R Q 7 K H E D V L V I R U G H W H U P L Q L Q J D I D F X O W \ P H most recent eFAAR, the updated CV, and other relevant supplemental information. The responsibility rests with each faculty member to be an accurate, diligent recorder of their own activity in order for the Chair/Director to make a fair and accurate workload determination with the relevant information. Each Chair/Director will review documentation of faculty research/scholarship/creative activity (hereafter referred to as RSCA), service contributions, and D G G L W L R Q D O F R P S R Q H Q W V R I W K H I D F X O W \ P H P E H U \ V Z R U listed in 13.1.B of the CBA.

#### B. Workload Meetings

Basee, a



success and student retention.

## II. GENERAL COH GUIDANCE

This list of example service, teaching, and scholarship activities included in this document are not exhaustive. To promote transparency, items that are not listed, but for which faculty are given workload credit will be shared with the COH faculty annually and added to the workload guidelines with the appropriate amount of release disclosed.

Qualitative differences in service may be relevant for promotion and merit, conversely, these guidelines aim to quantify the amount of time spent in service relevant to workload. Service commensurate with rank does not refer to more work by senior faculty members. It refers to faculty at high ranks being willing to serve in leadership positions if there is a vacancy junior members do not want to fill.

If no additional compensation is provided, chairpersons should provide some form of accommodation for faculty members who assume service duties during a summer session. Such accommodations shall be approved by the College Dean. Examples of summer service include, but are not limited to, admission, advising, and other committee work (such as PRC, University and College petitions committee) or other assigned departmental, college, or university service obligations.

## III. GENERAL COH GUIDANCE REGARDING SCHOLARSHIP

According to the CBA, RSCA should be commensurate with rank according to the department/college promotion and tenure guidelines. The aim is to equalize valuation of scholarship products between the units. This is particularly important as the faculty in the comprising units have similar teaching and service obligations and COH faculty engage in co-authored interprofessional endeavors.

These workload guidelines are not meant to determine qualitative difference between different scholarly endeavors. Qualitative differences will be properly reviewed in promotion reviews. For the purpose of this policy, co-authored and single authored publications are of equal weight. This reflects the value placed on interprofessional and co-authored work in the College of Health. Since standards differ depending on the field and publication outlet, authorship order

A. Non-Tenure Track Faculty (College Lecturers & Professors of Practice)

	Standard Performance Workload Credits (%)
Teaching	24 (80%)
Research	Not expected, but a case can be made give research credit in lieu of either teaching or service at the recommendation of the department chair and dean.
Service	6 (20%)
Total	30 (100%)

written approval of the appropriate Chair/Director and Dean. At the time of the administrative assignment or activity, there shall be a written agreement among the involved parties regarding the appropriate teaching workload assignment and duration. (13.1G). Examples of functions that may be considered under this provision include, but are not limited to, service as a Director of undergraduate or graduate studies, faculty advisor, course or program coordination, supervisor of teaching assistants, manager of laboratory facilities and/or supplies

Faculty who engage in documented service activity that was not anticipated and which required more time than was estimated in their annual workload assignment will have the opportunity to request a workload adjustment.

B. Clinical Tenure Track & Clinical Tenured Faculty

	Clinical Tenure Track with no Research Required	Clinical Tenure Track with Research Required
Teaching	24 (80%)	

Additional service workload hours may be allocated to Clinical Tenure Track Faculty performing substantial and sustained service beyond what would normally be expected.

Faculty members who are assigned administrative or supervisory functions which are very time consuming may request a reduction in their normal workload assignment that exceeds 2 additional service credits. Such reductions must be made by the Provost and Vice President for Academic Affairs with the express knowledge and written approval of the appropriate Chair/Director and Dean. At the time of the administrative assignment or activity, there shall be a written agreement among the involved parties regarding the appropriate teaching workload assignment and duration. (13.1.G). Examples of functions that may be considered under this provision include, but are not limited to, service as X Q L W ¶ V G L U H F W R U R I X Q G H or graduate studies, faculty advisor, course or program coordination, supervisor of teaching assistants, and manager of laboratory facilities and/or supplies

Faculty who engage in documented service activity that was not anticipated or which required more time than was estimated in their annual workload assignment will have the opportunity to track their service hours for consideration of a corrected service allocation for the upcoming year. A maximum of two additional service credits can be advocated for annually using the following formula.

***More than two additional service credits per academic year will only be considered when the additional service credit is signed off by the department or school chairperson, Dean or Provost.***

Service hours only need to be tracked if a faculty member is requesting additional service credit beyond

service equals 8 service credits

*Additional service credit beyond the typical service assignment will only be given with the approval of the Chair, Dean and Provost.*

3. Research/Scholarship/Creative Activity (RSCA)

Clinical Faculty will have a notation in their letter of intent if research is required for their position. Clinical faculty are allocated RSCA credits commensurate with their productivity in the scholarship of teaching (including scholarship of clinical instruction and supervision). Please see Appendix C for RSCAs to be Considered for Research Credit. If 2 credits of research credits are required for a specific clinical tenure track faculty member, article equivalents can come from categories A B or C with restrictions. 2 article equivalents are expected over a 5 year lookback period for 2 research credits annually.

C. Tenure Track & Tenured Faculty (Non-Clinical)

	Standard Performance Workload Credits (%)
Teaching	16 (66.7%)





Track/Tenured faculty.

Service credit allocations should be based upon an estimate of the number of hours required to perform service activities described in 13.1.B. See Appendix B for examples of creditable service activities relevant within the College of Health.

Additional service workload hours may be allocated to Non-Clinical Tenure Track Faculty performing substantial and sustained service beyond what would normally be expected.

Faculty members who are assigned administrative or supervisory functions which are very time consuming may request a reduction in their normal workload assignment that exceeds 2 additional service credits. Such reductions must be made by the Provost and Vice President for Academic Affairs with the express knowledge and written approval of the appropriate Chair/Director and Dean. At the time of the administrative assignment or activity, there shall be a written agreement among the involved part



APPENDIX A: Examples of Instructional Activities to be Considered for Additional Teaching Workload Credit

Contract language	COH examples of contract language	Recommended credit
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*College of Health Workload Guidelines*

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APPENDIX B: Examples of Service to be Considered for Service Workload Credit

Workload Factor

APPENDIX C: Research/Scholarship/Creative Activities that Shall be Considered in Research Workload Credit Allocation

For purposes of workload and promotion & tenure, Departments/Schools in the College of Health are advised to refer to their Department/School tenure and promotion guidelines for specific guidance related to tenure and promotion in their home unit, as this document is specific to workload calculations rather than a gauge of tenure and promotion.

The following article equivalents will factor into RSCA workload calculations for all tenure and tenure-track faculty in the College who have RSCA in their workload. The College uses a five-year lookback for workload review. Research products and outputs listed below will count for five years, beginning with their initial date of eligibility.

Research/Scholarship/Creative Activities are grouped into three categories A, B, and C.

Additional Guidance:

Non-traditional avenues of scholarship and publication are considered when faculty can provide evidence of intellectual merit. Examples might include website hit counts, number of downloads, or size of audience.

Other RSCA activities enumerated in unit-level promotion and tenure guidelines can count activity and will be assigned and placed in the appropriate category at the discretion of the Chair/Director, in consultation with the faculty member. Each activity can count in only one category and cannot be double counted.

Category A RSCA

Description	COH AE	COH Cat
Author of full-length book by an established 44.67 Tm Q q 59.16 232.25		









