

College of Communication and Information Work Load Expectations 9-Month Faculty Appointments

All faculty in the College of Communication and Information are expected to conform to the University Workloads as stated in the current edition of the *Faculty Handbook*. Thus, “The assigned workload for full-time faculty consists of a combination of teaching, advising, research/scholarship/creative activity, and institutional and/or public service. The individual mix of these responsibilities is determined annually by the” School Director “in consultation with each faculty member, with review and approval of the dean and chief academic officer. The university requires that each member of the faculty perform a reasonable and equitable amount of work each year (*Faculty Handbook*, Chapter 3 p. 6).”

All faculty members are evaluated in three areas: teaching, research/creative activity, and service. Evaluation criteria are determined by each School as stated in the by-laws of the school, with review and approval of the dean and chief academic officer. Advising management is handled at the School level and included within each School’s evaluation criteria.

Each faculty member should expect to perform the equivalent of teaching 12 semester hours. Given that faculty at different ranks are expected to make different contributions to the College’s overall functioning, the following should serve as yearly norms for all College faculty.

Responsibility	Full Time Lecturer	Other Lecturer	Tenure Track	Tenured Assistant / Associate	Tenured Full
<i>Teaching -- Classes/Semester & Day-to-day Advising*</i>	4/4	As contracted	2/2	2/2	2/2
<i>Research/ Creative Activity -- Units*</i>	0	0	2	2	2
<i>Service (School, College, University, Profession) – Percent of Time*</i>	10%	0%	10%	10-20%	10-20%

Faculty should negotiate exceptions to these norms with their School Director in writing and in advance of the academic year. Tenured faculty who do not engage actively in research/creative activity appropriate for a research institution, according to the above norms, are assigned a 3/3 or 4/4 teaching load based upon School/College needs, advising, and service contributions. Faculty efforts should support their school’s efforts to be recognized as a program of excellence that is recognized internationally, nationally, and regionally for the caliber of its research and instruction. Each unit will define the criteria for day-to-day advising, research/creative activity and service. Faculty who bring in substantial grant money, teach exceptional courses, or serve as College administrators may be assigned a reduced teaching load based upon School/College needs and resources.

Every three years, this document is reviewed for the extent to which it continues to meet School, College, and University needs and resources.

* Criteria for what constitutes “day-to-day advising,” a “unit” of research/creative activity, and “service” will be developed and approved by each school after the “College of Communication and Information Work Load Expectations” is passed

by the College faculty.