

**GUIDELINES FOR DETERMINING  
FACULTY WORKLOADS AND REPORTING REQUIREMENTS AND FACULTY LINE  
REQUEST PROCESS**

Middle Tennessee State University recognizes and supports the important work that faculty members do in and outside of the classroom to benefit students, academic disciplines, the University, and the community. It is essential that each of MTSU's academic units ensure workload equity while also maximizing the efficient use of teaching, research/creative activity, and service resources. In support of that commitment, the following workload guidelines provide details regarding faculty workload expectations and describe the relationship between workload and the Faculty Line Request Template that is used to inform decisions regarding staffing needs. These guidelines will facilitate department, college, and university decisions in the fair and prudent allocation of faculty workload. They are designed to differentiate the amount of time faculty spend in direct instructional contact with students, in research/creative activity, and in service obligations in support of the university's mission. These guidelines are sufficiently flexible to enable both faculty and administration to facilitate the university's teaching, research/creative activity, and service missions.

**Policy Governing Faculty Workload**

Middle Tennessee State University (MTSU) Policy 800 (General Personnel) states that "All full-time personnel, including faculty, shall be required to devote a minimum of 37.5 hours per week to MTSU and shall maintain appropriate office hours as determined by the President. The President is authorized to use flexibility, as appropriate, in determining the structure of the workweek for faculty to recognize variations from traditional instructional formats such as afforded by online instruction, distance education, or other unique methods of instructional delivery. Calculation of the 37.5 hour week shall follow such standards as put in place by the President." Academic year appointments include no obligation for or guarantee of summer session employment.

Within the requirement of a minimum of 37.5 hours per week, faculty are required to carry a full workload, which shall be fifteen (15) workload units (WU), per term. Fifteen WU represents 100% of a faculty member's load. It is often easiest to equate effort reporting to a pie chart that shows how an individual's total time is reasonably distributed across all possible activities during a reporting period. Together, effort on all assigned activities should total fifteen (15) WU.

Allocation of faculty time to various functions (e.g., instruction, mentoring, administration, research/creative activity, service, etc.) falls within the responsibility of the Provost. Allocations of non-instructional assigned time should reflect the mission, goals, and needs of the University.

### **Definitions**

Below are definitions of terms referenced in these guidelines:

- Banking of Instructional Load– when a faculty member carries an unpaid, overload one semester (i.e., over 15 WU) and less than a full teaching load (less than 15 WU) in the other, thus banking/averaging the teaching load over two semesters. Banking is not permitted for non-instructional activities.
- Census Date – the 14<sup>th</sup> calendar date from the beginning of classes, including the day on which classes begin, for spring and fall terms
- Contact Hour (CH) – the number of instructional hours of face-to-face contact between faculty and students per week. This number is calculated based on the beginning and ending times of a course (minutes) multiplied by the number of days per week the course is taught and divided by 55 minutes.
- Course Reduction – a reduction in the instructional load to allow time to work on non-instructional activities
- Credit Hour (CR) – the credit value of a course provided a student
- Faculty Workload – the entirety of a faculty member's duties for the relevant period expressed in workload units

- Independent Study – student works independently with minimal oversight by the instructor
- Instructional/Teaching Load – the portion of the faculty workload spent on direct instruction and instructional activities
- Instructor of Record – the person who delivers the majority of the course content and maintains grading authority. He/she must be listed as the primary instructor in Banner. Each course may have only one primary instructor.
- Non-Instructional Assignment – an approved reassignment of duties from teaching for a defined period for a faculty member to pursue a project involving research/creative activity, service, or academic administration
- Online Instruction – course delivery via technology that does not require students to travel to campus for course
- Overload – a paid workload **instructional** assignment that exceeds 100% (15 instructional WU for instructor-track or lecturer types or 12 instructional WU for tenured/tenure-track/specialized faculty). MTSU does not pay overload pay for non-instructional activities.
- Research/Creative Activity – all research and development activities of an institution that are separately budgeted and accounted for. For workload purposes, research/creative activity is categorized as follows:
  - \*Sponsored Research – all research and development activities that are sponsored by federal and non-federal agencies and organizations.
  - \*University Research – all research and development activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds.
- Relevant Period – time-frame for special duties assigned, typically a semester

- Secondary Instructor – may be assigned to a course to assist with grading or other support functions. Must have faculty credentials on file. Percentage of responsibility for teaching is divided by the teaching faculty based upon responsibilities.
- Student Credit Hours (SCH) – course credits multiplied by the number of students enrolled in the course
- Team-Taught – courses taught by more than one instructor. Percentage of responsibility for teaching is divided by the teaching faculty based upon responsibilities.
- Workload Unit (WU) – A measure of workload credit provided a faculty member for both instruction and non-instructional activity. A minimum of fifteen (15) WU are required for full-time faculty per academic term.

### **Office Hours Requirement**

Policies regarding hours during which faculty members are available for conferences with students will be set within individual departments in consultation with the department chair/director. The minimum required number of office hours is five (5) office hours per week for each faculty member. **A department chair may establish a higher number of minimum required office hours based on student need.** Faculty members are expected to establish, post (on the instructor's door and the syllabus for each course), and maintain scheduled office hours during which they are available to students for conferences and special instruction. Office hour policies are applicable for faculty when teaching in the summer session as well as the regular academic year. Instructors who teach only online courses must establish a timeframe of a minimum of five (5) specified hours during the work-week in which they are available to answer emails from students who wish to consult with them. Instructors who teach a combination of online and face-to-face courses must maintain a minimum of five (5) hours during the workweek to be available to counsel students or to answer the email of their online students.

## **Overview**

MTSU requires that each member of the faculty perform a reasonable and equitable amount of work each year. The department head, in consultation with each faculty member, determines the individual faculty load each semester. Both the annual evaluation of faculty and evaluation for promotion and tenure are based on teaching, research/creative activities, service, and other appropriate responsibilities. All faculty members will be evaluated annually. As a part of the preceding academic year annual evaluation of each faculty member, department chairs/directors will plan for the upcoming academic year and discuss faculty workload assignments during the evaluation process. Failure to satisfy the workload assignment established for the semester may result in an unsatisfactory performance evaluation and/or denial of future reassigned time requests. Faculty may teach 100% hybrid/online courses with approval but are still expected to be on campus to fulfill institutional office hours, research, service, and professional development workload requirements.

Tenure-track, tenured, and specialized faculty eligible for promotion must be given assignments that provide an equitable opportunity to meet the required university criteria and standards in their departments. When possible, department chairs/directors should provide faculty members with at least a two-week notice before making changes to a finalized assignment.

## **Teaching Load Requirements**

Tenured/tenure-track faculty members with an active research agenda will typically teach nine (9) WU per semester. For non-research active, tenured/tenure-track faculty, the maximum teaching responsibility is twelve (12) WU each semester, which is typically reflected as four three-credit-hour courses. The remaining three (3) WU are allocated for other “typical” non-instructional activities for which faculty are responsible including maintaining currency in one’s field, mentoring, research/creative activity, and normal department, college, and university service activities, which are inherent in the life and work of a faculty member.

The precise teaching responsibility of each individual may be adjusted on such things as class size (both small and large), classes that require contact hours exceeding credit hour value of the class, off-campus courses, individualized course offerings such as supervision of student teachers, independent studies, applied instruction in music, etc. Approved workload adjustments by course type are outlined in **Attachment A. Deviations from these approved adjustments are not permitted.**

If in some cases a full-time, tenured/tenure-track faculty member does not provide services that justify the granting of any approved reassigned time from teaching, then that person is required to carry fifteen (15) WU of instruction in keeping with the terms of the University's policy on faculty workloads. All full-time faculty will teach at least one course per semester unless approved in advance as an exception by the Provost.

Specialized faculty (clinical/professional practice, coordinator, and research-track faculty) will have varying workload assignments based on the needs of the department but should include some instructional responsibilities as required by MTSU Policy 202: Faculty Definition, Roles, Responsibilities, and Appointment Types "full-time personnel whose regular assignments include teaching, research/scholarship/creative activity, and/or service as a principal activity. . ." "Principal activity.... shall mean that the person's regular assignment in the areas of teaching, research/scholarship/creative activity, and/or service must be at least fifty percent (50%) of the total assigned duties."

The assigned work for other full-time temporary faculty (instructor-track and lecturer) consists of a fifteen (15) WU in instructional activities. Since there are no research/creative activity or service obligations for temporary faculty members, a heavier teaching load is required.

#### **Faculty Compensation for Teaching Credit Courses as an Overload**

Overload pay/banking is provided only for instructional WU greater than 12 for tenured/tenure-track/specialized faculty or 15 instructional WU for instructor-track and lecturer faculty appointment types. Faculty members receiving non-instructional course load reductions

for research/creative activity or service (above and beyond the usual three (3) WU for “typical” faculty duties) are not eligible to receive teaching overload compensation.

There are two exceptions to this guideline: 1) if the faculty member serves as a thesis/dissertation supervisor during the term and the total instructional load is equal to or greater than 9 WU, then the thesis/dissertation supervision may be paid as overload/banking for that term OR 2) if the faculty member’s teaching load is less than 9 WU because they are serving in an administrative role, then the thesis/dissertation supervision may be paid as overload/banking for that term. Faculty members are encouraged to claim any “banked” course reassignment within a reasonable time period, and accruals of three (3) WU must be expended within one academic year from the date that the accrual has reached 3 WU.

MTSU Policy 223 establishes the procedure for setting faculty compensation for teaching credit courses as an overload. T.C.A. § 49-5-410 limits full-time faculty to teaching no more than two (2) credit courses per semester for extra pay in an institution of higher education. As such, full-time faculty are limited to teaching no more than six (6) credit hours as an overload per semester. Faculty acceptance of overload assignments for instruction is voluntary. The University will compensate full-time faculty teaching an overload for extra compensation at a flat rate of \$800 per number of adjusted workload credit hours. This pay rate is published on the Provost website under *Full-Time Faculty Overload Compensation*. The rate per credit hour of instruction refers to the WU credit granted to the faculty member for the course which may differ from the credit hour value of the course.

### **Non-Instructional Assignments**

**Attachment B** provides the structure for determining the allocation of faculty time (WU) to various non-instructional functions via a course-load reduction. It is the responsibility of the department chair/director to see that assignments are made in such a manner as to achieve departmental objectives and to distribute workloads on an equitable basis. Reductions in the instructional load are measured in terms of WU and are determined on a case-by-case basis.

Allocations of non-instructional assigned time should reflect the mission, goals, and needs of the institution. Distribution of effort should be generally reported in amounts not less than a .75 teaching load credit (WU) (5% of total 15 credit hour load) Distributions of effort of less than this amount imply a precision that is not generally realistic.

### **Staffing Considerations**

The Provost has determined that approval is required to fill any vacant faculty position using the Academic Performance Solutions (APS) software and related Faculty Line Request (FLR) process. Academic Performance Solutions (APS) is a comprehensive decision-support platform that offers University, college, and departmental leaders with important strategic planning and assessment data.

This request process will begin in the early spring of each year and will include two calendar cycles (one for tenure-track replacements and a separate one for full-time temporary faculty requests). Departments seeking to fill vacant faculty lines will be required to submit their request using the FLR form to their respective Dean who will prioritize the requests for submission to the Provost. **Attachment H** is a template of the Faculty Line Request form.

### **Role of the Faculty**

Faculty will meet with their department chair/director each spring to discuss their annual evaluation and planned workload for the future academic year. If the faculty member desires to request a non-instructional workload assignment for the upcoming fall and/or spring terms, he/she should complete a Request for Non-Instructional (Reassignment from Teaching) Workload Units via **Dynamic Forms (Attachment C)**. The faculty member must request the reassignment and list work to be completed with measurable outcomes for each WU requested. All requests, including those on an ongoing basis, need to be submitted and approved for each term using this form. Submission deadlines are July 1 for Fall assignments and December 1 for Spring assignments. All faculty approved for non-instructional assignments will report annually on outcomes of the non-instructional time using Faculty Success (**Attachment D**) as a part of the



faculty evaluation process. Failure to do so could result in an unsatisfactory performance evaluation and/or denial of future reassigned time requests. Exceptions to the requirement for this request form are limited to approved leaves of absence. Recurring administrative or institutional service assignments must be requested and approved each term using this process so that all non-instructional reassignments are acknowledged in Faculty Success in support of the annual evaluation process.

### **Role of the Department Chair/Director**

The department chair/director must balance the needs of the department to ensure that teaching and service loads are equitably distributed among the faculty, allowing research/creative active and service active faculty adequate time in which to carry out their research/creative activity or service. Simultaneously, the chair/director has to respond to the demands placed upon the department, e.g., the number of general education classes required to be taught, the number of majors to be supported, number of faculty vacancies to be filled, the number of graduate programs to be supported, the amount of part-time money that is available, and so forth. In balancing the needs of the department, it is appropriate to base teaching loads upon departmental criteria and upon the amount of documented research/creative activity and/or service activity of the faculty member. It is not expected that all faculty will have the same teaching load. Faculty assignments should be equitable but not necessarily identical.

While the department chair/director is responsible for making faculty workload assignments, guidelines must be followed that will assure reasonable consistency in making workload determinations among all departments and all faculty in individual departments. For tenured and tenure-track faculty, the department chair/director may assign a reduced instructional load of up to three (3) WU without the approval of the dean. The department chair/director will monitor the workloads of faculty within his or her department or school to ensure compliance with the University's workload policies and provides notice to the respective college dean of all faculty members not in compliance with the University's workload requirement.

Guidelines presented in **Attachments A & B** are designed to permit the department chair/director the highest practicable degree of flexibility in making faculty workload assignments. Workload assignments of WU should be determined by the department chair/director and discussed with each faculty member individually. These discussions should take place during the faculty member's annual evaluation period.

### **Role of the College Dean**

The college dean may approve a teaching load reduction of an additional three (3) WU, if recommended by the department chair/director, for faculty who are exceptionally productive in research/creative activity or take on significant additional responsibility. The dean shall monitor the workload of faculty members in his or her college and the annual departmental faculty evaluations to ensure compliance with university policy and with these guidelines. Further, the dean will be expected to monitor the effectiveness of the use of reassigned time for the college over time.

### **Role of the Provost Office**

The Office of the University Provost is responsible for the development of workload guidelines and associated staffing determinations, collection and analysis of workload data, and assurance of comparable workload reporting within and among departments and across college lines. The Office of the University Provost analyzes workload data to document adherence to policy and the fair/equitable treatment of faculty in and across department/college lines. The workload reports are also used to approve overload pay and are included as a part of the Faculty Line Request (FLR) process for staffing considerations. The Office of the University Provost periodically updates the guidelines, and the Provost may also approve exceptions to the administration of these guidelines on an as-needed basis.

### **Role of the President**

Staffing to meet workload requirements is the responsibility of the University President. New instructional positions are requested by the department chair/directors and deans as a part

of the faculty line request (FLR) process and are justified primarily upon student credit hour production (SCH). The University Provost makes staffing recommendations to the President who approves the positions and their funding and authorizes the filling of the positions.

### **Workload Reporting System**

The Faculty Load Module Term Analysis Report is an electronic Banner reporting system that produces a workload report for each faculty member each semester. The Faculty Workload Report consists of two sections: Part A (**Attachment E**) includes a listing of all courses taught by the faculty member in the relevant term as well as a summary of non-instructional WU reported on Part B (**Attachment F**). Part B is designed to record professional activities that will be the basis for the department chair/director's determination of a faculty member's total WU for each semester. Activities reported on Part B should correspond to the approved reassigned time request completed via Dynamic Forms – Request for Non-Instruction (Reassignment from Teaching) Workload Units (WU). The distribution of effort reported on Part B should match the reported distribution of effort recorded in the Banner Faculty Load Module (Part A). Part B provides the faculty plan for reporting workload for a given term. The detail is used to support the data entry for Part A. Workload Report A requires the approval of the faculty member, the department chair/director, and the college dean before submission to the Office of the University Provost. Consistent and accurate reporting of all faculty activities is essential.

Faculty workload reporting is used for the following:

- 1) Demonstrate that faculty loads comply with MTSU workload policy. Allows AA to analyze instructional and non-instructional activities of faculty by department/college, etc. (e.g., how much administrative infrastructure is in place for a given department or how much time is devoted to research or service activities).
- 2) Intended to be derived by discussion about planned workload activities for a given semester between individual faculty and department chair.
- 3) Used to determine faculty staff needs by department and in budgetary planning (maximizing resources).
- 4) Provide data for program reviews and program accreditation reviews.

- 5) IPEDS Salary Reporting – to determine the primary function of each faculty member for reporting purposes to National Center for Education Statistics (NCES).
- 6) CUPA Salary Reporting – to determine the primary function of each faculty member for reporting purposes to College and University Personnel Association.
- 7) Assist Sponsored Programs in producing “Time in Activity” reports for those faculty on external grants.
- 8) THEC Research Space Allocation Report based on % time in research – supports research space requests related to new building projects.
- 9) Verify faculty overload payments.
- 10) Support University in addressing personnel, leave, and litigation issues.
- 11) Respond to BOT or state legislature on questions of faculty productivity issues.
- 12) Data source for Higher Education Research and Development (HERD) survey. This survey is used in direct support of the institutional classification by the Carnegie Foundation.

The Office of the University Provost worked with the Institutional Effectiveness, Planning, and Research Office to develop dashboards to provide transparency of faculty workload within each department on a semester basis. An example of a departmental dashboard for workload reporting is included as **Attachment G**. Chairs and Deans have access to the dashboard in Power BI.

#### **Relationship of Faculty Workload Reporting System and Allocation of Faculty Resources**

Regardless of how a department chair/director may elect to distribute faculty workloads among the functions of instruction, mentoring, academic administration, research/creative activity, and public/institutional service, positions allocated to the departments for those purposes are allocated primarily on the review of the Faculty Line Request (FLR) process (**Attachment H**).

## **List of Attachments**

Attachment A – Instructional Workload Adjustment Factors

Attachment B – Non-Instructional Assignments

Attachment C – Request for Non-Instructional Workload Units in Dynamic Forms

Attachment D – *Annual Progress Report on Measurable Outcomes for use of Reassigned Time in Faculty Success*

Attachment E – Example of Banner Generated Workload Form

Attachment F – Part B of Workload Report (Required only for Tenured/Tenure-Track/Clinical-Professional Practice/Coordinator/Research-Track Faculty) in Dynamic Forms

Attachment G – Example of Faculty Workload Dashboards

Attachment H – Faculty Line Request Template

## Attachment A

### I. Instruction (Part A of Faculty Workload Report - (Banner Generated Form))

#### A. Organized Classes (Deviations from these approved adjustments are not permitted.)

##### 1. Typical Undergraduate/Graduate/Honors Course

A typical undergraduate/graduate/honors three-hour course will normally constitute three (3) WU or 20% of a faculty member's workload of fifteen (15) WU. Workload credit includes the preparation, evaluation, and delivery of teaching and training activities for course sections.

Instructional credit would not exceed three WU, or 20%, except as specifically permitted within the following guidelines. Preparations in excess of three regular academic courses per term are strongly discouraged.

##### 2. Courses with Contact Hours in Excess of Credit Hours

For courses in which contact hours are greater than credit hours, such as lab, nursing clinical, and studio courses, additional WU **may** be awarded when it can be demonstrated by the department chair/director that additional contact hours (CH) truly require greater effort on the part of the faculty member.

To adjust the WU of a faculty teaching such a course, the number of contact hours in excess of the credit hours **may** be multiplied by a factor of 0.5 and then added to the credit hour value of the course. For example, a three-credit-hour lab/studio course meets for six contact hours each week. The three additional contact hours exceeding credit hours may be

multiplied by a factor of 0.5 and then added to the credit hour value of the course as shown below:

$$6 \text{ Contact Hrs.} - 3 \text{ Credit Hrs.} = 3 \text{ Excess Hrs.} \times 0.5 \text{ Factor} = 1.5 + 3 \text{ Cr. Hr.} = 4.5 \text{ WU}$$

For classes that **require** additional field-based work of at least twenty-four (24) contact hours in addition to the on-campus contact hours, the department chair may provide up to an additional one (1) WU.

**3. Classes with High Enrollment**

Since the teaching of a large undergraduate enrollment class (minimum of 50 students) may require increased faculty time and effort, depending on pedagogical methods employed, the department chair/director may approve additional credit for such teaching, weighing such variables as additional preparation required, increased numbers of papers to be read, outside of class assistance provided to students, as well as the amount of assistance available from a teaching assistant(s) or other staff. Not all classes lend themselves to large sections. Where additional credit is warranted, factors greater than one may be used as multipliers. The **maximum multiplier** a chair/director may use for large enrollment/non-traditional pedagogy courses is 2.0. Standardized multipliers for recognizing large undergraduate courses with additional WU are as follows:

- 50 -59 = 1.4
- 60 -69 = 1.6
- 70 -79 = 1.8
- 80 + = 2.0

Based on discipline best practices, courses at the 6000/7000 level will not receive additional WU based on class size.

4. **Classes with Less than Minimum Enrollment**

The minimum number of students normally required for a course to make is 15 for lower-division, 10 for upper-division, 8 for master's-level, and 6 for doctoral-level. When the minimum enrollment levels are not met, department chairs/directors should cancel classes with low enrollment and make other arrangements for students. In extenuating circumstances, if a low enrolled course is approved to be offered by the Dean, the WU will be equal to the typical WU for the course. In cases where low enrollment classes become the norm, the dean will work with the department chair/director to correct the problem with course scheduling.

5. **Off-Campus Courses/Dual Enrollment Courses Taught Off-Campus**

The time involved in driving to and from off-campus sites, setting up unfamiliar classrooms, and counseling students may add appreciably to the normal workload of teaching the course on-campus. If the distance traveled and other conditions attending the delivery of an off-campus course justify it, the department chair/director **may** award up to a maximum of 1.25 times the credit of the course for a course taught farther than 25 miles from campus. A second course taught off-campus on the same day and at the same site would not qualify for additional credit. For dual enrollment courses taught off-campus, the department chair/director **may** award up to a maximum of 1.25 times the credit of the course for a course regardless of the distance from campus.



**6. Team Taught Courses**

For courses taught by more than one instructor, the WU will be divided between the instructors according to the effort expended. In cases where both instructors are in the classroom at the same time throughout the semester and the course is interdisciplinary, the Provost *may* grant, as an exception, full teaching credit to each faculty member. In this case, an exception must be requested through the college dean to the Provost in advance of the applicable term.

Turn teaching is permissible where multiple faculty take turns teaching parts of a course (e.g., five professors each teach three weeks of a course). Faculty receive WU or compensation for only that portion of the course taught.

**7. Prescribed Courses**

For prescribed courses (K courses), additional WU may be granted if the course contact hours/lab components warrant an adjustment using the factors described in Section A.3. Courses with Contact Hours in Excess of Credit Hours. All prescribed courses will be adjusted using this method.

**B. Individualized Instruction Courses**

**1. Professional Counseling Program**

For the professional counseling program practica/internships (COUN 6270; COUN 6920; COUN 6930; COUN 6940; COUN 6540), a faculty member may be allowed .75 WU for each student assigned, i.e., supervision of four counseling practicum or internship students would be equivalent to a three (3) WU assignment.

2. **For Residency 1 supervision for all *Ready2Teach* programs in early childhood, elementary, and special education (ECE 4100; ELED 4350; SPED 4210; SPED 4220, MLED 4350)**

A faculty member may be allowed .75 WU for each student assigned, i.e., supervision of four teacher candidates would be equivalent to a three (3) WU assignment.

3. **For Residency 1 supervision for all *Ready2Teach* programs in secondary education (YOED 4020; YOED 4030; YOED 4040; YOED 4050)**

A faculty may be allowed .75 WU for each student assigned, i.e., supervision of four students would be equivalent to a three (3) WU assignment. Faculty who directly supervise Residency I students in a secondary public school are required to be present in the school one full day per week for the duration of the student's assignment and attend and facilitate the weekly three-hour evening seminar.

4. **For Residency 2 (i.e. student teaching) supervision for all *Ready2Teach* programs (ELED 4110; ECE 4110; YOED 4400; SPED 4350; SPED 4320; ELED 5510; YOED 5510; SPED 5260; MLED 4995),**

A faculty member may be allowed .75 WU for each teacher candidate (i.e. student teacher) assigned, i.e., supervision of four teacher candidates would be equivalent to a three WU assignment.

5. **Problems Courses, Practica, Independent Study, Cooperative Education, Service Learning**

Courses that do not lend themselves to the traditional classroom or laboratory methods but which must be taught in an individual, tutorial, or consultative manner may be credited to the faculty member based on 0.1 WU for each undergraduate SCH and 0.2 WU for each graduate SCH. In no case will individual instruction in a single course generate more teaching load credits than if the course was taught as a regularly scheduled, organized course.

6. **Undergraduate/Graduate Research**

Faculty leading undergraduate/graduate research classes may be provided with 0.2 WU for each SCH with a cap of the credit hour value of class.

7. **Internship Supervision**

Faculty supervising internship classes should be provided 0.1 WU for each SCH not to exceed 3 WU per course section, regardless of the credit hour value of the course. Where multiple sections of the same credit hour value course are scheduled, the enrollment in all like credit sections will be used to calculate the WU not to exceed 3 WU per term.

8. **Music**

a. **Private Instruction in Music/Class Instruction of Instruments/Jazz Combos**

Private Instruction - Courses providing private instruction in music **will provide** .33 WU per one-half hour of instruction or .33 WU for each enrolled student. Courses providing private instruction in music will provide .67 WU per one hour of instruction or .67 WU for

each enrolled student. For junior and partial senior recital courses (MUAP 3800 and 4800), a faculty member is provided .17 WU per student. For the senior recital course (MUAP 4900), a faculty member is provided .34 WU per student. For the graduate recital course (MUAP 6670), a faculty member is provided .67 WU per student. Faculty teaching MUAP sections, in most cases, also provide a weekly hour of contact in a studio masterclass. This is given as 1 WU documented as OTIS on Part B of the workload.

- b. Class Instruction of Instruments (Includes Piano with 6-10 students, Guitar with 6 to 20 students, and Voice with 6 to 15 students)** – One credit hour courses designed to provide individualized instruction in applied music in a group setting with 6 or more students, particularly for beginning and intermediate students, and meeting for two contact hours will be calculated for workload purposes as no more than two adjusted WU.
- c. Ensemble Courses** – Small ensemble courses with 4 to 8 students awarding one hour of credit will be calculated up to two adjusted WU in recognition of the preparatory, rehearsal, and performance work required of the faculty member.

**9. Thesis/Dissertation Supervision**

Graduate thesis or dissertation supervision shall be provided WU credit only to the chairperson of the thesis or dissertation committee. WU credit should be provided at the rate of 0.3 WU per thesis SCH and 0.4 WU per dissertation SCH, depending on the amount of time required by the faculty member for the individual student. Department chairs/directors should monitor individual student progress to limit faculty WU to no more than

three (3) WU total for thesis supervision of one master's student or five (5) WU for dissertation supervision of one doctoral student over time. (*NOTE: No additional reassigned time will be provided upon the successful completion of the thesis/dissertation.*)

## Attachment B

### II. Non-Instructional Activities (Part B of Faculty Workload Report)

**Note: Part B is not required for full-time temporary faculty teaching 15 WU or adjunct faculty. Part B will be required for each semester for tenured/tenure-track faculty and specialized faculty to record their non-instructional WU.**

All tenured/tenure-track faculty are provided three (3) WU for “typical” activities for which faculty are responsible including advising/mentoring, research/creative activity, institutional/public service, other professional service, and academic administrative duties. For tenured/tenure-track faculty, the approved three (3) WU should reflect the duties being performed by the individual faculty member.

The allocation of faculty time with WU to various non-instructional functions such as mentoring, administration, research/creative activity, public service/institutional service should reflect the mission, goals, and needs of the institution. WU credit for non-instructional activities is available only to full-time, tenured/tenure-track/specialized faculty. Reductions in the instructional load are measured in terms of workload credits (WU) and are determined on a case-by-case basis.

All requests for teaching workload reassignments shall be initiated by the faculty on the form “Request for Non-Instructional Workload Units (Reassignment from Teaching **(Attachment C)**) located in Dynamic Forms. The submission deadline is July 1 for the fall term and December 1 for the spring term. Forms are open until census of each term.

In determining the WU for the allocation of faculty time to non-instructional functions, the following clock hour to credit hour conversion should be utilized. The projected equivalency teaching time to be allocated should be determined by estimating the number of clock hours required for the effort/project.

**50 clock hours = One WU hour  
150 clock hours = Three WU hours  
750 clock hours = Fifteen WU hours**

It is not necessary to record any activity that is less than .75 WU (or 5% of a 15 WU) as this implies a precision that is not generally realistic. The designation of alternative professional assignments that are deemed equivalent to all or part of a faculty member's teaching load and approved as a work assignment standing in lieu of teaching requires the approval of the department chair/director. The reporting of WU for non-instructional activity is not intended to reflect all missional activities performed by a faculty member. The Outline of Faculty Data (OFD) is the appropriate tool to reflect all professional activities performed by a faculty member during the year.

**NOTE: Overload/banking is only provided for instructional WU exceeding 12 WU for tenured/tenure-track faculty or 15 WU for instructor-track/lecturer faculty appointments.**

**A. Academic Advising/Mentoring**

Every faculty member should recognize that a certain amount of mentoring is part of one's work as a professor. Answering students' questions, listening to their concerns, and helping them with their class schedules, degree plans, and other problems are complements to the classroom and, thus, parts of the ordinary workload. The addition of college-level professional advisors has reduced the need for faculty to serve as active advisors for student scheduling, course selection, etc. However, faculty do fulfill critical mentoring roles for students for career counseling, preparation for graduate school admission, etc.

A department head *may* grant WU for special mentoring programs within a department. WU credit shall not exceed three (3) WU for this function.

**B. Academic Administration**

The University Provost will determine the workload assignment of a department chair/director for administrative duties. Factors to be considered are the size and complexity of the department (e.g., number of creditable programs).

Chair/directors, with approval of the dean, may assign WU to faculty members for administrative assignments that directly supplement the teaching function such as, but not limited to, coordinators or directors of academic programs, coordinators of graduate studies, coordinators of laboratories, coordinator of graduate teaching assistants, program review, accreditation studies, etc.). The WU must be defensible as something which clearly supports the mission of the University and which cannot be accomplished through other, more economical means.

**C. Research/Creative Activity**

Included in this category are pure and applied research, creative writing, artistic productions (performances, plays, operas, concerts, exhibitions, etc.), books/book chapters, monographs, presentations/exhibitions at conferences/workshops, patents/copyrights, research or technical reports, computer software products, and other scholarly endeavors related to a faculty member's area of interest and expertise. This research/creative activity does not include such activities as reading and experimentation performed primarily as preparation for teaching, which is defined as a part of instruction.

Course load reduction (WU) for the performance of superior and distinguished research effort is based on the documentation of research that results in publication in refereed national or international journals, multiple scholarly presentations at national or international meetings, giving performances or exhibitions in the fine or applied arts, and/or significant contributions to leading student research teams, and/or successful applications for external funding. Examples of such a superior and distinguished research/creative activity agenda include a combination of the following per academic year: continuously having external funding to support research efforts, writing and submitting major grants/contracts which may lead to course buyouts in subsequent years, continuously conducting at least one research study as Principal Investigator (PI)



for externally funded research, significant peer-reviewed publications (original investigations, review articles, book chapters, work on a book for which there is a contract, serving as a journal editor on a prestigious journal, and artistic productions.)

Tenure-track faculty may receive WU to provide sufficient time to establish their research agenda, as evidenced by grant writing, data generation, publication, establishing collaborations, or other work products appropriate to the discipline.

The workload assignment in any semester will be determined by the department chair/director and will be based on a qualitative evaluation of a faculty member's past productivity, the potential of the proposed work, or the potential to revitalize the faculty member's research record. **As a part of the annual evaluation process, the faculty member will make a written progress report at the end of each academic year on the research/creative activity for which WU has been provided via the Faculty Success system.** Copies of significant reviews, critiques, programs, recordings, artistic productions, etc. will be helpful to the department chair/director as he/she makes an assessment.

The continuation of workload assignment for research/creative activity in subsequent semesters will depend upon the extent to which the research/creative activity is productive. Course load reductions for research/creative activity may be university funded research (such as Non-Instructional Assignment Grants NIA) supported by state funds (a.k.a. "university research"), or research activities that are separately budgeted from research grants/contracts administered by the Office of Research Services. Unless supported by external funding sources, research workloads greater than three (3) WU will require prior approval of the dean, and research workloads greater than a six (6) WU will require prior approval of the Provost.

**D. Public Service or Institutional Service**

**1. Public Service (Activities External to the University)**

Workload assignments of WU for public service can be made only when such service is an accepted responsibility of the University and is significant in scope. Workload assignments may include (but are not limited to) work with professional associations, governmental agencies, public schools, business and industrial organizations, health services, etc. Workload assignments may not include membership in or ordinary personal involvement with professional organizations, civic clubs, church groups, etc., nor may they include any kind of service for which **extra compensation is paid** to the faculty member. The workload assignment in any semester will be determined by the department chair/director and will be based on a qualitative evaluation of a faculty member's past services productivity, the potential of the proposed services, or the potential to revitalize the faculty member's service record. **As a part of the annual evaluation process, the faculty member will make a written progress report each semester on the public service for which workload assignment has been provided via the Faculty Success system.** Copies of significant reviews, critiques, etc., will be helpful to the department chair/director as he/she makes an assessment. The continuation of workload assignment for public service in subsequent semesters will depend upon the extent to which the service is productive. If the department chair/director agrees that a faculty member's service to a recognized group is an accepted responsibility of the University, a workload assignment of up to a three (3) WU can be made without other approval. This should be requested by the faculty member using Attachment C. Unless supported by external funds, granting of workload assignments

greater than three (3) WU will require the prior approval of the dean. Likewise, public service workloads greater than a six (6) WU will require prior approval by the Provost.

Non-credit instruction may constitute a portion of a faculty member's assigned workload in this category provided the faculty member does not receive extra compensation for this instruction.

**2. Institutional Service**

**a. Instructional Improvement.**

Efforts to improve an individual faculty member's courses and/or teaching methodology are considered to be a part of one's normal teaching assignment. A faculty member assigned the task of developing a new academic program or course, or experimenting with new pedagogies or technologies with a view toward departmental implementation *may* be given a workload assignment of up to a three (3) WU.

**b. Committee Work or University Activities.**

Faculty are expected to participate in appropriate program, division and college-level meetings, course and curriculum development, accreditation and program review functions, and in other essential program duties. Faculty participation in the work of committees is generally recognized as the appropriate mechanism through which faculty contribute to the decision-making processes of the university. While the value of collective faculty participation in committee work can hardly be overstated, individual participation varies widely from one committee to another depending on the work scheduled by the committee and the level of interest of a given faculty member.

Additional workload credit is limited to the faculty trustee of the Board of Trustees (3 WU) for each semester, the president of the Faculty Senate (9 WU) for each semester, the past president of the Faculty Senate, the president-elect, and the secretary of the Faculty Senate (3 WU for both fall and spring semesters), and membership on the Liaison Committee (.75 WU). This should be requested using Attachment C.

Faculty members devoting an inordinate amount of time to official university activities (e.g., band, theatre, debate, etc.) may be given WU by the department chair/director. Faculty members working with student groups, which relate to the department or discipline, in an advisory or supervisory capacity, may also be included in this category.

**E. New Faculty**

Up to a three (3) WU credit **may** be given to a newly appointed tenure-track faculty member during the first year of employment to develop instructional materials for the courses he/she will teach. Reduced teaching loads should be requested and approved using the Startup Request Form for New Faculty at the time of hire. Non-instructional assignments beyond the first year will follow the workload guidelines and processes including the request form (Attachment C) and required written progress reports each year.



## Request for Non-Instructional (Reassignment from Teaching) Workload Units (WU)

Excluding the typical 3 WU

### Faculty Member Information

Banner ID *	Last Name *	First Name *	Middle	Rank
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Tenure Status: <input type="text"/>	Department: <input type="text"/>	Department Chair <input type="text"/>
--	-------------------------------------	--

Chair First <input type="text"/>	Chair Last <input type="text"/>	Chair Email <input type="text"/>	Dept_Code <input type="text"/>
-------------------------------------	------------------------------------	-------------------------------------	-----------------------------------

This form is initiated by a Faculty member.  
Auto fill fields via API: Rank, Tenure, Faculty's Department and Faculty's \*Chair person.

Once submitted by the faculty member the form will auto route to the department chair.

--up to 3 workload unit hours

The department chair makes a decision, approve or deny. If approved the form will route to the appropriate dean level person using the entered name and email address. If deny, the form will end and a new form will be required or the form is sent back to the faculty for revision. If denied, a required comment box will appear before submitting.

--between 3.1 and 6 workload hours.

Next the dean level person will approve or deny, sign and submit. Same as above, if approved, the form will route to Becky Cole. If denied, the required comment box will appear, must be filled out then submitted. The form will then route back to either the Chair or Faculty based on who the Dean level person selects.

--anything above 6 workload hours

Finally all Provost level forms will route to Becky Cole in Academic Affairs. She will approve or deny. The form ends if approved. The form will be sent back to the selected person/level if denied. If denied, a required comment box will appear.

\*if the department code for a faculty member is PA the form is routed to the dean via name and email text boxes filled out by the faculty member. That dean will then route to the dean level, if required. This dean will route the form to themselves. If needed to go to the provost level the form will route to Becky Cole in Academic Affairs.

Please review [MTSU Workload Guidelines](#) and read the instructions below:

- Faculty who **should not** complete this dynamic form:
  - Those who have already been approved for reassigned time for selected academic /term year
  - Those who are teaching a minimum of 12 WU
  - Department Chairs, Directors or Unit Heads outside the Dept., e.g. Center of Excellence Director
- Faculty who **should** complete this dynamic form:
  - Faculty who are requesting reassignment from teaching above the 3 WU for typical duties
  - Faculty with intradepartmental academic administrative duties such as program director, lab coordinator, GTA supervision, etc. even if those duties are recurring.

Please select the Term or Academic Year you are requesting Reassigned Time: \*

Academic Administration: Number of Workload Units Requested*		<input type="text"/>
Research/Creative Activity: Number of Workload Units Requested	Reassigned Time Funded by:	<input type="text"/>
	-- Please Select --	<input type="text"/>
Public/Institutional Service: Number of Workload Units Requested		<input type="text"/>
Student Advising/Mentorship: Number of Workload Units Requested (not typical)		<input type="text"/>
Total Requested Workload Units (per semester)		<input type="text"/>

\*Include fuctional administrative work within the department such as graduate program coordinator, GTA supervisor, etc.

**NOTE: Approved** reassigned time is dependent on enrollment and student demand; thus, subject to change.

Please provide a summary of work to be completed:

\*

Please list Measureable Outcome(s) of the requested workload units:

\*

I acknowledge by the submission of this form that I am requesting release from my contractually required teaching load hours (Workload Unit WU) to complete the work described above and that I will submit an annual progress report related to the measurable outcomes I have identified.

- After you electronically submit your signature, you must click **Submit Form** at the bottom of the screen to complete request.

\* \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

**SIGNATURES**  
**NOTE:** The Department Chair may approve up to 3 WU. Dean's approval is required for 3.1-6.0 WU. Provost's approval is required for 6.1 or more WU.

# Attachment D



## Measurable Outcomes of Reassigned Time

If you were approved for non-instructional reassigned time above the typical 3 WU\*, please document below the work you completed for the reassigned time with measurable outcomes as noted on your original request. Be sure to include outcomes for EACH category of reassigned time received (Categories: Administrative, Teaching, Research/Creative Works, and Service).

\* DO NOT INCLUDE typical 3 WU. This does not count towards non-instructional reassigned time requests. Review Workload Guidelines by clicking [here](#).

**WORKFLOW TIP:** If you did not request reassigned time for 2021-2022 or reassigned time is not applicable to your position, you are still required to type "None" into the textbox below to submit your materials to your Department Chair.

Reassigned Time Request Form

Drop files here or click to upload

• Measurable Outcomes of Reassigned Time

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Undo, Redo, and Clear.









**Part B - Faculty Workload Report  
(Tenured/Tenure Track/Specialized Track Faculty Only)**

Note: Completion of Part B is not required for Full Time Temporary or Instructor Track faculty members

Please choose your role in filling out this form:  Faculty Member  
 Department Chair

**Faculty Member Information**

Banner ID:  Last Name:  First Name:  Middle:

Tenure Status:  Rank:

Please select the Term of Workload Units:  Department:  Department Chair:

**Faculty Workload Unit (WU) Calculation**

**Instructional WU - From Part A, Faculty Workload Report**  
 \*Subtotal Instructional WU

**Non-Instructional WU - Typical faculty duties (minimum 3.00 hours expected in these areas)**

**Instructional Support (AINS):**

Student Mentoring/Advising (ACAV)  
 New Faculty Course Preparation (FAMP)  
 Other Instructional Support (OTIS) Total AINS

If Other, please explain

**Academic Administration (WADM):**

Accreditation (ACCR)  
 Chairperson (CHAR)  
 Coordinator (COAA)  
 Facilities/Lab/Technology Coordinator (COLB)  
 Scheduler (SCHD)

**Research and/or Creative Activity (AURC):**

1. Sponsored Research (OSTR)  
*Reassigned Time funded by External Grant/Contract funds*

a. Name of Grant/Contract

b.  I will receive extra compensation from this grant during the academic year in addition to the reassigned time requested

c.  I will not receive extra compensation from this grant during the academic year in addition to the reassigned time requested

2. University Funded Research

a. Research Reassigned Time funded by Internal University Grants such as MTIGO or NIA (OTUR)

i. MTIGO  
 ii. NIA

b.  Non-sponsored University Research Reassigned Time Approved by Dept. Head, Dean, and/or Provost through Request for Reassigned Time process (OTDR) (Formerly identified as departmental research.) Also, use this category for grant-related research that does not include salary buyout or reassigned time (such as scientific equipment only grant.)

Total AURC

**Public and/or Institutional Service (WSER):**

- Institutional Service (ONIS)
- Sponsored External Service (OTSS)
- Non-Sponsored External Service (OTNS)

Total WSER

**Leave of Absence (ALOA):**

- Educational (EDLV)

Enter EDLV type, ex.: Unpaid, Sabbatical, etc.

- Military (MILV)
- Sick/FMLA (SICK)

Total ALOA

Excess Instructional WU Banked

Subtotal

Non-Inst WU

Banked Instructional WU Expended

**\*\*Total WU**

\*Instructional loads greater than 12.00 WU imply an overload to be paid or banked for a future term for tenured, tenure track, and specialized track faculty.  
Instructional loads greater than 15.00 WU imply an overload to be paid or banked for a future term for full time temporary faculty (instructor track and lecturer).

\*\*Total WU (Instructional WU + Non-Instructional WU) must equal 15.00 hours minimum for all faculty types.

Revised 8/29/2019

\*  
(click to sign)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Departmental Chair:**

Please review the Workload Units above. If the units are correct, answer yes, provide the name and email address of the person who will enter the workload units into Banner, sign and submit the form. If the units are not correct, answer no. If your answer is no, an area for revision will appear, make your revisions, provide the name and email address of the person who will enter the workload units into Banner, sign and submit the form.

Are the Workload Units listed above correct?

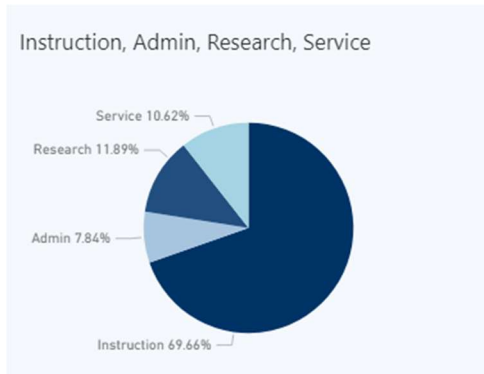
- \*  Yes
- No

\*

Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

## Attachment G

### *Full-time Faculty (Temporary and Tenure/Tenure Track) Workload: Instruction, Service, Administration, Research and Creative Activity Fall 2020*



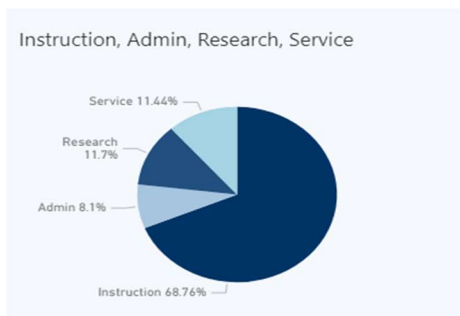
[Chairs and Deans have access to the Workload dashboard in Power BI.](#)

Workload

Data as of 3/16/21, 11:51 AM

Filtered by **NTERM** (is F2020), **Faculty Type** (is Temporary or Ten/Ten Track)

### *Full-time Faculty (Temporary and Tenure/Tenure Track) Workload: Instruction, Service, Administration, Research and Creative Activity Spring 2021*



[Chairs and Deans have access to the Workload dashboard in Power BI.](#)

Workload

Data as of 3/16/21, 11:51 AM

Filtered by **NTERM** (is S2021), **Faculty Type** (is Temporary or Ten/Ten Track)

# Attachment H

MTSU Faculty Line Request - Departmental/School/Program Data (Fall/Spring)	
<b>Academic Year</b>	2020-21
<b>College</b>	
<b>Department/School</b>	
Prepared by	
Date	

1. Unless otherwise noted, all data below come from APS Instructional Staff Capacity Workflow.  
 2. Please carefully select appropriate filters for Department Name, Course Type, and Benchmark Department (if available).  
 3. For questions or assistance with this form or the data below, please contact [aps@mtsu.edu](mailto:aps@mtsu.edu).  
 4. Submit/include all narrative and supporting information in the Comments fields below.

**I. Summary Trends: Attempted Student Credit Hours (SCHs)**

Total Attempted Student Credit Hours (SCH)	
3-Year Trend	
Number of UG/G Majors	
3-Year Trend	
% of SCHs from Majors with Declining Demand	
% of SCHs from Majors with Growing Demand	

*\*If more SCHs come from MTSU majors with declining demand for courses in the selected department, then rate of SCH growth may taper in future years, limiting need for additional faculty. However, if more SCHs come from MTSU majors with growing demand in the selected department, then SCH growth may accelerate, enhancing need for additional faculty.*

**General Comments, Context, Narrative, etc. (Optional):**

**II. Seat Utilization & Class Size**

Median Section Fill Rate	
3-Year Trend	
Median Class Size	
3-Year Trend	
Percentage of Sections with Size < 10	

	By Fill Rate	By Class Size
<b>Consolidation Opportunities (# Underfilled Sections)</b>		
<b>Expansion Opportunities (# Overfilled Sections)</b>		

*\*More consolidation opportunities than expansion opportunities may indicate a need to reduce course/section offerings before adding additional faculty. More expansion opportunities may suggest a need for additional faculty to support student demand.*

**Additional Comments, Context, Narrative, etc. (Optional):**

**III. Instructional Staff & Median SCH Taught**

Instructor Type	Headcount	Median SCH Per Instructor	Median SCH 3-Year Trend
Tenured	4		
Tenure-Track	2		
Non-Tenure-Track (FTT)			
Other			

*\*Declining full-time instructor workloads may suggest the need to rebalance necessary course loads among existing staff before hiring additional faculty. However, increasing workloads (particularly if they are already high) typically supports the need for additional faculty.*

**Additional Comments, Context, Narrative, etc. (Optional):**

**REQUEST FOR NEW FACULTY LINE OR REPLACEMENT POSITION (Replicate these fields as needed below)**

NEW POSITION (Specify Emphasis) _____	REPLACEMENT POSITION # _____
Tenure-Track _____	Tenure-Track _____
Temporary _____	Temporary _____

**Note: Tenure-track requests are to advertise in the fall for the next academic year. Temporary requests are for the fall semester.**

# course(s) the requested faculty member will teach	List/Describe in Comments Below
Number of the above courses with Fill Rates >90%	
Median Section Class Size for these courses	
Median Capacity for these sections	
Median Section Fill Rate for these courses	
Percentage of These Sections with Section Size < 10	

**Summary Comments/Conclusions (to justify faculty line request):**

# Attachment H

## APS Faculty Data by Academic Year\* (Fall/Spring)

1. All data below come from APS Data Profiling --> Instructional Staff Tab --> Review Instructional Staff Record Level Data.
2. Select Assigned Department to display faculty data, then transfer to the appropriate field(s) below.
3. For questions or assistance with this form or the data below, please contact [aps@mtsu.edu](mailto:aps@mtsu.edu).

AY 2020-21									
M#	Instructor Name	Instructor Type	Rank	SCHs	Standard Instructional Workload**	Instructional Workload** *	Admin & Sponsored Research****	Course Release (Hours)	Notes
					0	0	0	0	
					0	0	0	0	
					0	0	0	0	
					0	0	0	0	
					0	0	0	0	
					0	0	0	0	
					0	0	0	0	
					0	0	0	0	
					0	0	0	0	
					0	0	0	0	
					0	0	0	0	
					0	0	0	0	
					0	0	0	0	
					0	0	0	0	
					0	0	0	0	
					0	0	0	0	
					0	0	0	0	
				0	0	0	0	0	

Release Hours per T/TT Faculty Line = **0.00**

\*Faculty are assigned to the department/program in which they teach the majority of their course sections.  
 \*\*Standard instructional workload is 24 hours/year for Tenured and Tenure-Track faculty, 30 hours/year for FTTs/Instructors/Lecturers, and variable for Adjunct faculty (unless otherwise specified).  
 \*\*\*Includes expended "banked" instructional hours. Excludes paid/banked instructional overload.  
 \*\*\*\*List only administrative reassigned time or sponsored research reassigned time.