

# Faculty Workload Policy

6/6/06

The goal of this document is to clearly articulate the options and responsibilities that each faculty member has and define the nature of a fair and reasonable faculty workload within the guidelines of Article 20, Workload (1b & 1c) of the Collective Bargaining Agreement (MOU) and the Consolidation of Faculty Workload Policy Materials communication dated August 16, 1976 with the attached document "Faculty Workload: Policy and Procedures" dated September 1976 (EP&R 76-36) and Campus Administrative Policies (CAP). Changes in any of these documents will require a reevaluation of this document.

## Full-Time Faculty Responsibilities

The following identifies specific expectations for full-time faculty within the architecture department based on the above documents.

- Meet all scheduled classroom hours
- Preparation of course syllabi for each course taught each quarter
- Maintain a minimum of 5 scheduled office hours per week in a designated faculty office
- Participation in department and college faculty meetings
- Participation in instructional area faculty meetings
- Participation in tenured faculty meetings (tenured faculty only)
- Student Advising
- Working collaboratively with and mentoring colleagues and participation in design studio crits
- Report damage of university property to the department within 5 working days (CAP 361.4.5)
- Participation in Week of Welcome (WOW) meetings and events (paid work days)
- Participate in graduation ceremonies (paid work day)

## CSU Faculty Workload Formulas

The CSU formulas used for architecture courses are as follows:

Lecture (C-1)	1 WTU per unit	1 contact hour per unit	Unlimited Students
Lecture (C-2):	1 WTU per unit	1 contact hour per unit	Normal Limit 40
Seminar (C-5):	1 WTU per unit	1 contact hour per unit	Normal Limit 20
Activity (C-7):	1.3 WTU per unit	2 contact hours per unit	Normal Limit 24
Laboratory (C-16):	2 WTU per unit	3 contact hours per unit	Allowable Range 8 – 24

## Full-Time Faculty Teaching Assignments

Full-Time Tenured and Probationary faculty will be assigned a maximum of 36 WTUs of teaching per year.

Full-Time Lecturers will be assigned a maximum of 45 WTUs of teaching per year.

Faculty wishing to teach classes in excess of the 36 or 45 WTUs per year maximums may do so on a voluntary basis.

The department will support the goal of Tenured and Probationary faculty teaching one elective course of their choosing each year contingent on staffing and budget constraints associated with mounting the required curriculum. This goal supports students' ability to meet curriculum requirements for professional electives.

Faculty teaching lecture classes exceeding 75 students will receive one student assistant for each such class they teach. Faculty teaching large lectures classes exceeding 120 students with a writing component (e.g., Arch 217, 218, 219) will receive one additional student assistant to support grading the writing component.

Faculty teaching lecture classes exceeding 120 students (e.g., Arch 207, 307, 241, 242, 341, 342, 443, 217, 218, 219, 106) will be assigned additional WTUs equal to the number of WTUs earned by the course up to a maximum of 4 WTUs. Faculty will receive the additional WTUs for only one course per quarter.

Faculty teaching lecture classes with coordination responsibilities associated with attached activities related to design studios (e.g., Arch 207, 307, 241, 242, 341, 342) will receive 2 WTUs of assigned time for coordinating the activities and supporting content integration with the design studios.

Faculty co-teaching interdisciplinary courses in any given quarter will receive 1 WTU of assigned time that quarter for the work required to coordinate and teach with faculty from other departments.

Typical faculty teaching assignments based on this policy are illustrated on pages 3 and 4 of this document. The examples are not inclusive of all possible course combinations that could fall within the policy's guidelines but do illustrate the implications and intent of the guidelines.

## **Instructionally Related Activities**

The MOU defines the responsibilities of Tenured and Probationary faculty as including 3 WTUs of instructionally related activities such as committee work per quarter (4 to 9 hours per week), or 3 additional WTUs of teaching. This is a choice that each Tenured and Probationary faculty can make. The Department Head can and should assign additional teaching if a faculty member does not meet their instructionally related activity responsibilities or wishes not to take part in instructionally related activities.

Tenured and Probationary faculty have the option of choosing to take partial Leave Without Pay (LWOP) if they do not want to participate in committee work or teach a full workload as previously defined.

Full- and Part-Time Lecturers are not required or expected to take on instructionally related responsibilities.

Full-Time Faculty Responsibilities as previously defined do not count toward a faculty member meeting their instructionally related activity responsibilities.

Faculty members are encouraged to meet the instructionally related activity requirement through participation on Department, College, and University-level Committees. Service on three committees is a good guide for determining an appropriate level of involvement for full-time Tenured and Probationary faculty.

Lists of committees are available through the Department, College, and Academic Senate. Typical departmental instructionally related activities include but are not limited to:

- Chair and Vice-Chair of the Tenured Faculty
- Area Coordinator
- Curriculum Committee
- Peer Review Committees (eligible tenured faculty only)
- Search & Screen Sub-Committee
- Student Committee or Club Advisor
- Off-Campus Program Coordinator
- Scholarships & Competitions Committee
- Hearst Lecture Series Committee
- Employment Equity Facilitator
- Minor Coordinator

## **Architecture Department Committee Related Responsibilities**

Each full-time Tenured and Probationary faculty member has the responsibility of submitting a list of their instructionally related activities to the department each quarter.

Area coordinators and the chair of each Architecture Department committee has the responsibility of submitting minutes for each meeting that shall include a list of those in attendance, absent or excused.

# Typical Faculty Teaching Assignments

## Tenured & Probationary Faculty

### First Year Design Faculty: Alt 1

Fall			Winter			Spring			Total
Course	WTUs	Hours	Course	WTUs	Hours	Course	WTUs	Hours	WTUs
Arch 131	8	12	Arch 132	8	12	Arch 133	8	12	
Arch 105	2	3	Arch 105	2	3	Elective	3	3	
Arch 105	2	3	Arch 105	2	3				
<b>Totals</b>	<b>12</b>	<b>18</b>		<b>12</b>	<b>18</b>		<b>11</b>	<b>15</b>	<b>35.0</b>

### First Year Design Faculty: Alt 2

Fall			Winter			Spring			Total
Course	WTUs	Hours	Course	WTUs	Hours	Course	WTUs	Hours	WTUs
Arch 121	6	9	Arch 122	6	9	Arch 123	6	9	
Arch 121	6	9	Arch 122	6	9	Arch 123	6	9	
<b>Totals</b>	<b>12</b>	<b>18</b>		<b>12</b>	<b>18</b>		<b>12</b>	<b>18</b>	<b>36.0</b>

### First Year Design Faculty: Alt 3

Fall			Winter			Spring			Total
Course	WTUs	Hours	Course	WTUs	Hours	Course	WTUs	Hours	WTUs
Arch 121	6	9	Arch 122	6	9	Arch 123	6	9	
Arch 160	4	4	Arch 160	4	4	Elective	3	3	
Arch 105	2	3	Arch 105	2	3	Arch 105	2	3	
<b>Totals</b>	<b>12</b>	<b>16</b>		<b>12</b>	<b>16</b>		<b>11</b>	<b>15</b>	<b>35.0</b>

### 2nd & 3rd Year Design Faculty

Fall			Winter			Spring			Total
Course	WTUs	Hours	Course	WTUs	Hours	Course	WTUs	Hours	WTUs
Studio	10	15	Studio	10	15	Studio	10	15	
Activity	2.6	4	Activity	2.6	4				
<b>Totals</b>	<b>12.6</b>	<b>19</b>		<b>12.6</b>	<b>19</b>		<b>10</b>	<b>15</b>	<b>35.2</b>

### 4th & 5th Year Design Faculty

Fall			Winter			Spring			Total
Course	WTUs	Hours	Course	WTUs	Hours	Course	WTUs	Hours	WTUs
Studio	10	15	Studio	10	15	Studio	10	15	
492/Elect	3	3	Elective	3	3				
<b>Totals</b>	<b>13</b>	<b>18</b>		<b>13</b>	<b>18</b>		<b>10</b>	<b>15</b>	<b>36.0</b>

### History Faculty: Alt 1

Fall			Winter			Spring			Total
Course	WTUs	Hours	Course	WTUs	Hours	Course	WTUs	Hours	WTUs
Arch 217	8	4	Arch 218	8	4	Studio	10	15	
Arch 420	4	4	Arch 320	4	4				
<b>Totals</b>	<b>12</b>	<b>8</b>		<b>12</b>	<b>8</b>		<b>10</b>	<b>15</b>	<b>34.0</b>

### History Faculty: Alt 2

Fall			Winter			Spring			Total
Course	WTUs	Hours	Course	WTUs	Hours	Course	WTUs	Hours	WTUs
Arch 217	8	4	Studio	10	15	Studio	10	15	
Arch 320	4	4	Arch 420	4	4				
<b>Totals</b>	<b>12</b>	<b>8</b>		<b>14</b>	<b>19</b>		<b>10</b>	<b>15</b>	<b>36.0</b>

### History Faculty: Alt 3

Fall			Winter			Spring			Total
Course	WTUs	Hours	Course	WTUs	Hours	Course	WTUs	Hours	WTUs
Arch 217	8	4	Arch 218	8	4	Arch 219	8	4	
Arch 420	4	4	Arch 420	4	4	Arch 320	4	4	
<b>Totals</b>	<b>12</b>	<b>8</b>		<b>12</b>	<b>8</b>		<b>12</b>	<b>8</b>	<b>36.0</b>

### Practice Faculty

Fall			Winter			Spring			Total
Course	WTUs	Hours	Course	WTUs	Hours	Course	WTUs	Hours	WTUs
Practice Lec	6	2	Practice Lec	6	2	Studio	10	15	
Elective	3	3	Studio	10	15				
<b>Totals</b>	<b>9</b>	<b>5</b>		<b>16</b>	<b>17</b>		<b>10</b>	<b>15</b>	<b>35.0</b>

### ECS Faculty

Fall			Winter			Spring			Total
Course	WTUs	Hours	Course	WTUs	Hours	Course	WTUs	Hours	WTUs
Studio	10	15	ECS Lectur	6	2	Studio	10	15	
Activity	2.6	4	Elective	4	4	Activity	2.6	4	
<b>Totals</b>	<b>12.6</b>	<b>19</b>		<b>10</b>	<b>6</b>		<b>12.6</b>	<b>19</b>	<b>35.2</b>

## Full-Time Lecturers

### First Year Design Faculty: Alt 1

Fall			Winter			Spring			Total
Course	WTUs	Hours	Course	WTUs	Hours	Course	WTUs	Hours	WTUs
Arch 121	6	9	Arch 122	6	9	Arch 123	6	9	
Arch 121	6	9	Arch 122	6	9	Arch 123	6	9	
Arch 105	2	3	Arch 105	2	3	Activity	2.6	4	
<b>Totals</b>	<b>14</b>	<b>21</b>		<b>14</b>	<b>21</b>		<b>14.6</b>	<b>22</b>	<b>42.6</b>

### First Year Design Faculty: Alt 2

Fall			Winter			Spring			Total
Course	WTUs	Hours	Course	WTUs	Hours	Course	WTUs	Hours	WTUs
Arch 131	8	12	Arch 132	8	12	Arch 133	8	12	
Arch 160	4	4	Arch 160	4	4	Arch 160	4	4	
Arch 105	2	3	Arch 105	2	3	Activity	2.6	4	
<b>Totals</b>	<b>14</b>	<b>19</b>		<b>14</b>	<b>19</b>		<b>14.6</b>	<b>20</b>	<b>42.6</b>

### 2nd, 3rd, 4th, 5th Year Design Faculty

Fall			Winter			Spring			Total
Course	WTUs	Hours	Course	WTUs	Hours	Course	WTUs	Hours	WTUs
Studio	10	15	Studio	10	15	Studio	10	15	
Activity	2.6	4	Activity	2.6	4	Activity	2.6	4	
			Activity	2.6	4	Activity	2.6	4	
<b>Totals</b>	<b>12.6</b>	<b>19</b>		<b>15.2</b>	<b>23</b>		<b>15.2</b>	<b>23</b>	<b>43.0</b>