

University of Missouri System
Regular Faculty Workload Policy
Bd. Min. 12/3/92, revised Bd. Min. 4/1/04, Amended Bd. Min. 11/29/07

http://www.umsystem.edu/ums/rules/collected_rules/faculty/ch310/310.080_regular_faculty_workload_policy#1

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- A. Each department [1] will develop a faculty [2] workload standard for teaching, research, service, and administration. The standard must specify the types of assignments and the distribution of the percent of effort in each function. The appropriate Dean on those campuses having schools or colleges and the Provost/Vice Chancellor for Academic Affairs of the campus will review and approve the department workload standard according to the objectives of the department and the average instructional responsibility for the campus as defined in section D.
- B. The Provost/Vice Chancellor for Academic Affairs will confer regularly with each Dean on campuses having schools or colleges or otherwise with each chair concerning implementation of departmental workload standards. Departmental workload standards will be reviewed as part of the five-year program review.
- C. The Department Chair [3], in consultation with the individual faculty member, will determine a faculty member's assignments and distribution of effort in the areas of teaching, research, service and administration relative to the departmental workload standard. Assignments among faculty members will vary to meet the objectives of the department.
- D. The average instructional responsibility for all regular faculty members on each campus will be 9 section credits per semester. The Provost/Vice Chancellor for Academic Affairs will establish instructional benchmarks for each college and school to attain the campus average instructional responsibility goal of 9 section credits per semester.
- E. The assigned teaching load for individual faculty should be (a) aligned with the department's workload standard; (b) consistent with the campus goal for average instructional responsibility; and (c) commensurate with research productivity, time devoted to individual instruction and advising, assignment of administrative duties, service assignments, and sabbaticals or faculty development leaves. Because of circumstances such as course cancellations, the Department Chair will modify teaching assignments; therefore, the actual teaching load of individual faculty will be calculated after any such modifications have been made. In calculating section credits or student credit hours, all forms of instruction will be included (such as off-campus, off-schedule, research supervision, clinical supervision, and independent study), although instruction for extra compensation will be excluded. Individual faculty effort in research and service will be calculated according to measures approved by the department. The distribution of effort for tenure-track faculty during the probationary period should be commensurate with departmental, college and campus standards for promotion and tenure. No regular faculty member can be assigned either fewer than 12 section credits or fewer than 180 student credit hours

per academic year without an instructional waiver requested by the Department Chair and issued by the Dean or on campuses with no schools or colleges by the Provost/Vice Chancellor for Academic Affairs.

- F. Using a faculty activity reporting system common to all campuses, each faculty member will submit an annual report of any faculty activities. The Department Chair will use the report, including the distribution of effort relative to the department's workload standard, to conduct an annual review of the performance of the faculty member (see [CR&R 310.015](#)). The dean or on campuses with no schools or colleges, the Provost/Vice Chancellor for Academic Affairs will analyze departmental outcomes using data from the common faculty activity reporting system and work with the appropriate Department Chair to reconcile any disparities between a department workload standard and departmental outcomes.
- G. The Provost/Vice Chancellor for Academic Affairs on each campus will supply an aggregate report of faculty workload to the Vice President for Academic Affairs.

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1. The word "department" refers to an academic unit.
 2. The term "faculty" refers to regular faculty throughout section 310.080.
 3. The term "department chair" refers to the leader of an academic unit.