

## **College of Science Supervision/Assigned Time Strategy**

The focus of this strategy is on full-time tenure-track faculty, that is, those with a 1.0 time base that are not on the Faculty Early Retirement Plan (FERP), and are not department chairs or lecturers. The strategy covers tenured as well as probationary faculty.

### ***Workload Balance***

- ◆ Departments should develop policies regarding course scheduling and the allocation of released, assigned and supervisory time in an effort to balance faculty workload within contractual limits.
- ◆ Departments should develop strategies to approach an expectation of 9-3-3 WTU on average for the department. The first number represents instruction in scheduled lectures or teaching labs. The second number represents supervisory instruction and instructionally related research and scholarship outside a classroom or lab setting. Assigned or released time could count toward either category. The third number represents service. The FAD only explicitly accounts for the first two categories.

### ***Consistency***

- ◆ Departments should monitor supervisory WTU and instructional assigned time for faculty, and establish practices that minimize instances where the sum of these categories significantly deviates from 3 WTU on average for the faculty member.
- ◆ Use of Supervision (S) course designations should be consistent with Chancellor's Office guidelines for student contact hours in the APDB (Academic Planning Data Base).
- ◆ Courses where a faculty member is accruing excessive supervisory units should be evaluated to determine if a Classroom (C) designation might be more appropriate.

### ***Uniformity***

- ◆ Departments should attempt to spread allocation of supervisory and assigned time credit so that most faculty have analogous workloads, while permitting flexibility to recognize individual needs.

### ***Constraints***

- ◆ Workload for grant active faculty are audited each quarter and should be limited as needed to fulfill commitments to the granting agencies.
- ◆ Departments should minimize instances where the total workload for a faculty member routinely exceeds 15 WTU, and should adjust the faculty member's service load when the two instructional categories exceed 12 WTU.

While full implementation depends on the budget, the strategy provides a useful basis for departmental and college level planning.