

STATEMENT OF PRINCIPLES AND POLICIES

FACULTY WORKLOAD ADJUSTMENT

ROWAN UNIVERSITY

(Revised December 2009)

The master contract between the State of New Jersey and the Council of New Jersey State College Locals, AFT, stipulates that “the basic academic year teaching load for fulltime faculty shall be twenty-four (24) teaching credit hours” (Article XII, Section B 2). Furthermore, the contract stipulates the “assignment of non-teaching duties within load for any faculty member, for any purpose, is a matter of academic/managerial judgment of the College/University” (Article XII, Section B 7). Consistent with the master contract, and in recognition of the important and increasing expectations and demands on the faculty to maintain a cutting edge regimen of scholarly activity, Rowan University hereby implements a program that provides an opportunity for all full-time, tenure-track faculty for an adjustment of their academic teaching load. This program will permit faculty to obtain in-load time for significant projects related to research, scholarship and creative activity, instructional improvement, the scholarship of teaching and learning, and/or other appropriate endeavors and activities, including extraordinary service activities and projects. The development of this program also implies that all current policies and practices relating to the allocation of load time, both instructional and non-instructional, will be reviewed and either continued, modified, replaced or discontinued in order to accommodate the desired goals and objectives of the program.

GOAL: increase active participation of faculty in research/scholarly/creative activities, resulting in increased faculty and student involvement and increased external funding for said activities.

The following policies apply to this program:

- 1) Adjusted teaching loads may cover periods extending from one (1) semester to four (4) semesters in length at a time. An adjustment of one (1) course of no more than three (3) or four (4) semester hours per semester is permissible, unless a waiver is granted by the cognizant college Dean for extraordinary research projects. Adjusted load hours may be annualized with overload compensation permitted in extraordinary situations for teaching loads greater than 18 hours where faculty loads cannot be adjusted (e.g., science labs, etc.).
- 2) Faculty input to the standards and criteria for adjusted workload and peer review for all applications, including initial applications and requests for continuation of adjusted load will be solicited. This process will consist of elected committees at the college level or elected committees of clusters of departments within a given college. The composition and membership of the peer committees will be determined by relevant department chairs with review and approval by the cognizant Dean.
- 3) Colleges or discipline clusters within a college will develop standards and criteria that would be considered appropriate for an adjusted teaching load which will be reviewed and approved by the Dean and the University's Associate Provost for Research. The standards articulated in the colleges' promotion documents should serve as a formal model for the adjusted load programs' standards and

criteria. The standards shall include measurable, quantifiable goals and outcomes that will result from the college's or cluster's adjusted workload.

4) Each faculty proposal for adjusted workload shall address each of the respective college's/cluster's adjusted workload standards and criteria by including specific deliverables (e.g., scholarly article submissions to peer-reviewed journals, authorship of books or chapters, proposals for external funding, etc.).

5) The peer committees will review and recommend full approval, approval with conditions, or disapproval of faculty requests for adjusted workloads. The peer committees will also provide written comments on each faculty member's adjusted workload application with suggestions for improvement. Reasons for disapprovals will also be provided to the applicant. These applicants may modify their proposals and resubmit during the next (annual) cycle for review. Those proposals that are recommended for approval, either fully or with modifications, will be submitted to the Dean for review, and the Dean will send his/her final recommendations to the Provost for review and final approval. Any/all recommendations for disapproval may be appealed to the Dean (for committee recommendations) or to the Provost (for Deans' recommendations).

6) Approved adjusted workloads will become effective at least one semester from the time of the approval of the project. To assist in planning for departmental instructional needs, applicants will notify their department chairs of their intention to submit a proposal for consideration which will include the anticipated starting and ending dates of the project. If scholarly activity is expected to be continuous, such notice can be provided during the annual update/status report.

7) Written updates on continuing projects will be provided to the appropriate peer committees, Deans, and the Associate Provost for Research each semester in which the adjusted workload is in effect. The format for these reports and the reporting schedule will be provided by the Associate Provost for Research. If projects run into difficulties which prevent the project from continuing, the faculty member will notify his/her chairperson and Dean within two weeks of such knowledge so that a full teaching schedule may be restored. Failure to adhere to the project or activity as stipulated in the faculty member's approved proposal may result in a termination of the load adjustment unless any changes in work scope are approved in advance and in writing by the Dean.

8) Tenured faculty receiving a recommendation for full approval of their adjusted load may teach overload. Tenured faculty not receiving full approval and untenured faculty (with the exception of those faculty described in item 9) below) may teach overload in consultation with their department and with permission from their Dean. Permission will not be unreasonably denied.

9) During their first two (2) years of service, all new tenure-track faculty will automatically receive a three (3) hour workload adjustment each semester. These faculty members will NOT be permitted to teach overload while receiving an adjusted load during their first two (2) years of service.

10) In addition to the interim reports discussed in item 7) above, by the end of September of each year, faculty receiving adjusted workload during the previous academic year will submit a detailed report to

their department chair, peer committee, and Dean on the status of their project for the previous year. The format for these reports will be provided by the Associate Provost for Research.

11) Each Dean shall obtain and manage data regarding the status of each faculty activity resulting from adjusted workload, including the name of each faculty member receiving adjusted workload, title of his/her activity, start dates, end dates, and detailed information on the goals, milestones, and deliverables proposed and accomplished for each related project. By the end of October of each year, these data will be collated by each Dean in a format specified by the Associate Provost for Research and will be forwarded to the Associate Provost for Research, who will create a summary progress report on the outcomes associated with adjusted workload projects for the Provost to review and approve. All Deans are accountable to the Provost for the results generated by their faculty who receive adjusted workload. Measurable, quantifiable deliverables must result from each project under adjusted workload, regardless of academic discipline.

Nothing in these principles abrogates or supersedes any managerial or Union rights or responsibilities as stipulated in the master contract or in State regulation.

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