1. **General Workload Policy**

The School of Freshwater Sciences workload policy is based on the premise that faculty work covers research, teaching, service and (in some cases) administrative activities. The contributions across these areas may vary among faculty members.

The School of Freshwater Science affirms the workload policy contained in the UW-Milwaukee Faculty Workload Policy (Document No. 2027, February 22, 1996 amended February 15, 2007). It uses a model based on instructional units; if a full-time faculty member had one hundred percent teaching obligations, he or she would teach twenty-four units per academic year (twelve units per semester), where each one workload unit is the equivalent of teaching a one-credit group or equivalent instruction course.

In consultation with the Executive Committee, the dean will set the workload of individual faculty and academic staff members in consideration of the faculty’s career plans, and the school’s academic programs, research programs, and outreach activities. The overall array of faculty work should allow the School to meet its goals and to fulfill its mission.

Because SFS academic programs will be at the graduate level, SFS faculty members are expected to devote a relatively high proportion of their time to research activities. Faculty members’ teaching workload will reflect that expectation, but may be adjusted if a faculty member is not active in research or the supervision of graduate students.

This policy does not address the quality of a faculty member’s work. It is designed to identify the full workload contribution expected for any faculty or staff member within the School. The quality in their work is addressed in the varied review processes (see the SFS Faculty Personnel Policies and Procedures).

2. **Adjustments to Teaching Workload**

In consultation with the Executive Committee, the dean may adjust the teaching workload of faculty and staff members. Reduction in teaching assignments may be made for new faculty consistent with the terms of their first contractual period, for
special administrative assignments, for extramural funding (buy-outs), and for those with new course preparations. The Executive Committee may recommend these adjustments to the dean.

The minimal teaching workload for faculty members is one three-credit course or equivalent per year. Faculty not active in research and/or not supervising graduate students will be assigned additional teaching duties. Individual academic staff members should be given teaching assignments based on percentages outlined in their position description.

Formal teaching workloads should recognize the contributions of faculty members in supervising students and the number of active students a faculty member supervises. This may include student work associated with the following graduate courses: independent reading, study or research; graduate project, thesis and dissertation.

3. **Workload Policy Review and Revision**

Considering the active growth and development of the School of Freshwater Sciences, it is expected that this workload policy will need to change with time. The School’s Planning and Governance Committee is charged with the annual review of this policy and its implementation within the School. The full voting faculty and staff of the School shall approve this policy and any subsequent revisions.