

UWM Instructional Academic Staff (IAS) Workload Policy

1. Definition of Instructional Academic Staff

The Instructional Academic Staff (IAS) are members of the Academic Staff who usually hold advanced degrees (MA, MS or PhD) and provide instruction to undergraduate, graduate or continuing education students throughout the university. IAS differ from faculty in that they are not in tenure-track faculty positions. This policy is intended for those staff who have at least a 50% time appointment, for any given semester; those who hold less than 50% time appointments are viewed as ad hoc (part-time) and primarily meet transitional, non-recurring and/or highly specialized instructional needs. If ad hoc instructors teach six or more lecture contact hours (or equivalent) in one unit per week, their appointment shall be at least 50% time. Lecture contact hour equivalencies are to be developed and approved by department executive committees (see Sec. 4.1 of this Policy). Some IAS hold appointments in more than one department, school or college at UWM. Such persons may participate more than 50% time at UWM even though they have less than a 50% appointment in each of several units. In these cases, deans and/or unit heads are encouraged to explore the feasibility of formal joint appointments for recurring commitments, such that these IAS fall under this workload policy.

2. General Principles Governing the Workload of Instructional Academic Staff

The Academic Staff Senate recognizes the IAS's teaching responsibilities and the establishment of a standard workload for UWM IAS. This standard workload conforms to the American Association of University Professors (AAUP) Statement on Faculty Workload (*AAUP Policy Documents & Reports*, 1995), and the *UWM Faculty Workload Policy* (Faculty Document No. 1902, May 1994; revised in February 1996 as Faculty Document No. 2027). The *UWM Faculty Workload Policy* defines 100% workload effort in terms of four, 25% units per semester. Each unit, in instructional terms, represents the equivalent of one classroom section of a three-credit group instruction course. This IAS Workload Policy assumes there are no scholarship/research expectations of IAS. However, IAS may be expected to participate in administrative tasks in their UWM unit and/or professional development activities in their disciplines. When such tasks and/or activities are expected, appropriate adjustments to the IAS's workload shall be made.

2.1. Teaching Duties. Instruction in regularly scheduled, credit-producing courses constitutes the major part of IAS's duties. Alternatively, IAS members may be responsible for other instructional duties, i.e., teaching in clinical settings, directing class laboratories, teaching the use of sophisticated equipment, leading workshops or studios, teaching in a non-credit program, teaching in an intensive language program, instructing teaching assistants, developing programs, and doing governmental or community consulting.

2.2 Teaching Workload. A full-time IAS workload is twelve contact hours per week (or equivalent). The full-time load will include no more than six separate course preparations during one academic year. A teaching load of fewer contact hours will be calculated as a percentage of the twelve contact hours (or equivalent), e.g., an assignment of six hours (or equivalent) would be considered a 50% FTE appointment and eight hours (or equivalent), a 67% FTE appointment.

2.3 Summer Workload. A full-time IAS workload in the summer for annual calendar employees consists of the equivalency of two courses or six (6) contact hours.

3. Determining Workload Adjustments

The maximum full-time teaching workload of twelve contact hours per week presumes a conventional classroom lecture section for a traditional academic year. Moreover, the twelve contact hour load presumes no additional expectations in terms of research, professional service or other institutional responsibilities. However, should these activities be expected, appropriate adjustments to the workload **shall** be made. Finally, this workload policy also presumes each department, school, or college shall define the fair equivalents in workload for those IAS whose activities do not fit the conventional classroom lecture pattern.

The following are factors to consider in proposing workload adjustments for Instructional Academic Staff:

3.1 Teaching Workload. Adjustments in each department shall be based on factors which include, but are not limited to, the preparation of a class for the first time, the creation of a new course, substantial revision of an existing course, an increase in class size beyond a prescribed limit, and the nature of instruction (e.g. group, seminar, laboratory, individual-independent reading, number of compositions to evaluate or supervision of art studios).

3.2 Research/Scholarship Workload. None is required. If research or scholarship activity is expected, appropriate adjustments shall be made to the workload.

3.3 Service Workload. Adjustments to workload shall be made when an IAS member performs significant institutional administrative duties or professional service activities, if expected and supported by the department executive committee. For example, activities such as student academic advising, administrative roles (e.g. program director, course coordinator, mentoring new TAs or IAS, etc.), service to professional organizations, service to professional publications (e.g. editor, reviewer), and outreach/continuing education should be reflected in adjustments to the workload. On-going governance involvement at department, school/college and campus levels is expected and does not warrant workload adjustment consideration.

4. Process for Development/Approval/Implementation of Unit Workload (including revisions) Policies

4.1 IAS Workload Policy Development/Approval. Each department (or equivalent) will develop a written workload policy for IAS consistent with this campus policy. The department's IAS will be involved in the development of the policy and any subsequent revisions. Once the department approves its policy, the dean must review and approve it. The approved policy and any revisions must be disseminated by the department chair to the unit's faculty and IAS, with a copy to the Academic Staff Committee and the Provost.

4.2 IAS Workload Policy Revision. Once departments (or equivalent) have established and received approval for their workload policy, any adjustments shall consist of contact hour substitutions. The IAS in departments, schools or colleges can propose adjustments to the unit's workload policy to meet special conditions. All affected IAS should have the opportunity for input. The unit executive committee and/or dean will be informed of any proposed workload adjustments and expected to consider formally revising unit workload policies, where deemed appropriate. The Academic Staff Committee will be kept informed of unit efforts to make adjustments to unit workload policies.

4.3 IAS Workload Policy Dissemination. The chair, or designee, of each unit shall communicate with each member of the IAS when the contract is issued, each semester if necessary, to define the number of

contact hours and other research and/or service expectations. When an IAS contract is issued, the contract must include the salary, the number of contact hours, the percentage at which the IAS is being employed and any adjustments to the workload.

4.4 Ad Hoc (part-time) IAS Considerations. Unit Personnel Representatives will ensure that individuals working less than 50% time are fully apprised of benefits options.

5. Monitoring of Teaching Academic Staff Workload

5.1 Academic deans and department executive committees are primarily responsible for monitoring the implementation of approved workload policies and for suggesting needed adjustments to department policies.

5.2 The Academic Staff Committee is responsible for reviewing the implementation of approved workload policies and for suggesting needed adjustments to the campus policy.

5.3 In the event that IAS discover deviations from this policy, they will notify the department chair and dean and provide a cross-copy to the Academic Staff Committee for information purposes and/or action.

Passed by the Academic Staff Senate 8.11.98
Approved by Provost Kenneth L Watters 15 March 2000
Revised April 2006
Revised February 2008