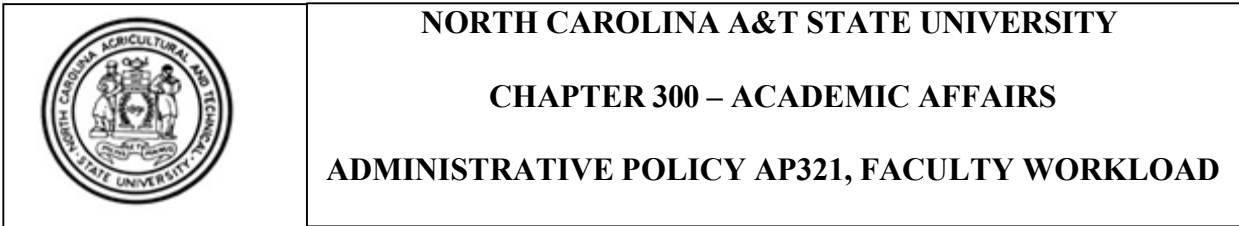


***New Policy: This institutional policy aligns with the Regulation on Faculty Workload 400.3.4 [R] adopted 02/21/24 and the UNC Policy Manual 400.3.4 Adopted 07/19/23 (Technical Correction 08/17/2023).***

***Replaces and Rescinds: Faculty Workload Assignment and Assessment, Section II, 11/03/2014***



**SECTION AP321.1 POLICY STATEMENT**

North Carolina Agricultural and Technical State University (“N.C. A&T” or “University”) has a responsibility to offer high quality, accessible instruction to students. Teaching loads must be assigned to ensure the availability of courses that will allow students to meet the requirements for graduation in a timely manner. Variations in teaching load must be administered fairly, consistent with general standards of faculty productivity, and standards for faculty rank. Consistent with other major research institutions, the overall workload of the University’s faculty members includes teaching; instruction-related activities such as advising, mentoring, course planning, and course development; research, scholarship, and creative activities; service to the University, the community, and the profession; administration; and related activities required to support the University’s mission.

**SECTION AP321.2 PURPOSE**

This Policy provides clear guidelines and expectations for faculty workload, consistent with the University’s mission and objectives, and aligns with UNC System Policy 400.3.4, which seeks to support and recognize faculty contributions while ensuring consistent, efficient, and effective deployment and monitoring of faculty workloads.

**SECTION AP321.3 SCOPE**

This Policy applies to all full-time (1FTE) N.C. A&T faculty, including tenured, tenure-track, and non-tenure track faculty. Tenure track faculty members and all faculty members appointed for longer than one year and who are full-time must have a workload plan, and includes faculty with administrative duties. Faculty members classified as Senior Academic Administrative Officers (SAAO) or are in other leave-earning positions shall not have an annual workload plan.

**SECTION AP321.4 DEFINITIONS**

- (1) Academic unit” means academic department, professional school, or an equivalent constituent unit of an institution.

- (2) “Faculty” means employees of N.C. A&T appointed to carry out instruction, research, or community engagement. Faculty may be tenured, continuing, or temporary, with titles, ranks, and duties defined by the University. Faculty may be tenured or not and temporary or permanent, with titles, ranks and duties defined by N.C. A&T.
- (3) “Full Time Equivalent (FTE)” means a workload that represents a full-time effort. A teaching load of 24 credit or contact hour equivalents per academic year, along with other routinely expected duties, generally constitutes a full workload and a 1.0 FTE appointment.
- (4) “Routinely expected duties” means those faculty duties, as defined by N.C. A&T, which are ordinarily expected of faculty members and which ordinarily include components of research and service.
- (5) “Research/Creative Activity”, as defined in UNC Policy Manual § 400.3.4, includes but is not limited to, working in laboratories and studios, field work, conducting empirical and/or theoretical research, engaging in development or translational work, disseminating and applying knowledge and professional expertise, producing scholarly or creative works, including but not limited to community engagement which results in creative or scholarly outcomes, working in laboratories, editing scholarly journals, directing centers and institutes, writing articles for scholarly, trade, and professional outlets, presentations, digital scholarship and exhibits, data mapping and dashboarding, monographs, grant proposals, editing scholarly journals, juried art exhibits, curation of archives or exhibitions, performing or creating plays, dramaturgy, concerts, or musical recitals, conducting sponsored research, and similar activities. These research/creative activities have significant implications for teaching.
- (6) “Service” as defined in UNC Policy Manual § 400.3.4 includes activities which support the institutional mission including but not limited to enhancing the scholarly life of the university or the discipline, advances the work of the institution and the institution’s role in supporting North Carolina, improving the quality of life or society, or promoting the general welfare of the institution, professional and academic societies, the community, the state, the nation, or international community. Faculty members may also be assigned administrative responsibilities, including but not limited to, department chair/head, program director, and center director.
- (7) “Teaching” as defined in UNC Policy Manual § 400.3.1 involves a variety of activities that communicate the knowledge and values and impart the skills necessary for individuals to lead responsible, productive, and personally satisfying lives. Such activities include, but are not limited to, the instruction of organized courses, evaluating students, developing materials for new courses, updating materials for existing courses, developing courseware or other materials for technology-based instruction, supervising undergraduate research and masters’ theses and doctoral dissertations, directing students in co-curricular activities such as plays, preparing and equipping new laboratories, supervision of teaching assistants, supervision of internships and other experiential learning, academic advising, mentoring, providing accommodations to students with respect to their mental health or physical needs, and other

activities that support student success and includes, without limitation, those activities listed in UNC Policy Manual § 400.3.4(IV)(A)(1).

## **SECTION AP321.5 FACULTY WORKLOAD EXPECTATIONS**

- (a) Consistent with the standards set in UNC Policy Manual 400.3.4 and its implementing regulations, N.C. A&T's standard teaching load as a research university consists of 24 credit hours (or equivalent contact hours) per academic year, along with the routinely expected faculty duties such as advising, committee work and professional development. Evaluation of overall teaching load should account for student-to-faculty ratios and advising.
- (b) Each full-time faculty member shall engage in approved work totals to 1.0 Full-Time Equivalency (FTE). Tenure track faculty are responsible for teaching, research/creative activity, and service, but may be differentiated by faculty role.
- (c) Non-tenure track faculty, based on role or position, may have variations in the three areas of teaching, research/creative activity, and service (e.g., research faculty member may be 100% assigned to research and creative activity, with no teaching duties).
- (d) N.C. A&T may reduce the standard annual teaching load for a faculty member when justified due to administrative responsibilities, externally funded research, course buyouts and additional institutional or departmental obligations, (e.g., in support of new faculty).
- (e) N.C. A&T may also assign teaching overloads based on institutional and departmental needs, consistent with UNC System and University policies.
  - (1) Requests to assign a teaching overload shall only be made in unusual circumstances or when a critical University business need cannot be reasonably met through any other means.
  - (2) Requests to assign teaching overloads must be submitted in writing by the dean, and include a justification for the request.
  - (3) Approval for overload assignments must be done in writing by the dean, with confirmation that the department chair and faculty member have agreed to the overload. Tenure track faculty teaching more than 9 credit hours in a semester are considered in overload status. Teaching faculty teaching more than 12 credit hours per semester shall be considered in overload status. Considerations should be made regarding student-to-faculty ratios and type of course (extension, clinical, independent study, etc.) to determine and justify overload status.
  - (4) Final approval of overloads will be done by the Office of the Provost and Executive Vice Chancellor for Academic Affairs.
- (f) In recognition of the diversity of academic disciplines across the University, mentoring and clinical service assignments must be categorized based on the nature of the duties and the overall goals of the academic unit.

- (g) Cooperative Extension faculty activities may be categorized to align with the mission and strategic goals of the College of Agriculture and Environmental Sciences.

#### **SECTION AP321.6 FACULTY WORKLOAD CRITERIA AND CONSISTENCY**

- (a) Consistent with the UNC System Policy 400.3.4, N.C. A&T acknowledges that faculty work activities are often complex, and individual faculty workloads are best managed at the college, school, or department levels.
- (b) At the discretion of the deans, colleges/schools may use one uniform set of guidelines and allow levels of customization across departments, based on disciplinary cultures.
- (c) All University faculty workload plans must meet the following criteria:
  - (1) Account for 1.0 FTE by assigning duties to teaching, research/creative activity, and service on a percentage basis totaling 100%.
  - (2) Align with the classification of faculty type – tenure track or non-tenure track.
  - (3) Include the specific outputs and efforts a faculty member is expected to complete in the next academic year, with a clear linkage towards long-term evaluation (e.g., reappointment, promotion, tenure, post-tenure review, non-tenure track faculty review); and
  - (4) Offer options for 9-month or 12-month periods to accommodate different employment arrangements.

#### **SECTION AP321.7 VARIATIONS IN REQUIREMENTS**

Workload criteria may vary by college, school, or department based on the following factors:

- (1) Nature of instruction in the discipline;
- (2) Structure of the curriculum (i.e., having different term lengths or contact hours instead of traditional 3-credit hour semester courses);
- (3) Responsibilities for supervision of practica, clinical or internship experiences;
- (4) Responsibilities for conducting extension activities (e.g., program management and supervising volunteers); or
- (5) Delivery of non-credit continuing education to professionals.

#### **SECTION AP321.8 ROLES AND RESPONSIBILITIES**

- (a) The Provost and Executive Vice Chancellor shall:
  - (1) Assign responsibility for developing college- and school-level faculty workload guidelines to the Deans;
  - (2) Review and approve these college-school-level guidelines in the context of the University and the UNC System policies; and
  - (3) Conduct annual training of personnel who review and approve faculty workload plans. This training must be conducted by June 30<sup>th</sup> of each year. Implement a verification system to ensure completion of annual training by all reviewers and approvers.

- (b) The Dean of each college or school must:
- (1) Develop faculty workload guidelines to be effective September 1, 2024; and in consultation with department chairs or other administrative leadership that is aligned with this Policy.
  - (2) Submit guidelines for review and approval by the Provost and Executive Vice Chancellor for Academic Affairs no later than August 1, 2024.
  - (3) Include guidelines that provide clarity on approaches, workload assignment models and internal approval procedures.
  - (4) Include guidelines describing variations in the ordinary percentages of a given academic unit and appointment type and a process by which the department chair will approve or decline such variations.
  - (5) Include a summary list of activities that support the University's mission and the categorization of those activities under teaching, research/creative activity and service.
  - (6) Create a typical distribution of percentages of teaching, research/creative activity, and service for each appointment type.
  - (7) Align each faculty member's teaching, research/creative activity, and service to both the University's mission and strategic plan, and the specific college/school and department's goals.

#### **SECTION AP321.9 CREATING FACULTY WORKLOAD PLANS**

- (a) Each faculty member must work with their department chair to develop a work plan. For faculty with appointments in more than one department, the department with the faculty member's primary appointment is responsible for workload planning and approvals in consultation with the other departments where the faculty member has secondary appointments.
- (b) Each workload plan must contain sections with headings or subheadings of teaching, research/creative activity, and service/engagement, and must contain information relevant to each heading in that section. Workload plans must support the faculty member's development and growth and should align with guidelines and policies for annual evaluations, post-tenure review, reappointment, promotion and tenure, or non-tenure track review.
- (c) When collaborating to create the work plan, department chairs and faculty should consider equitable approaches in the distribution of workload across the entire department and be consistent when deviating from guidelines related to percentage of effort.
- (d) At a minimum, the following content must be included in every work plan:
- (1) Faculty member's title and role of the faculty member, rank and duties of the position;
  - (2) Percentage of faculty effort totaling 100% across the three (3) categories of teaching, research/creative expression, and service in the prior academic year;
  - (3) Percentage of faculty effort totaling 100% across the three (3) categories of teaching, research/creative expression, and service for the upcoming academic year;
  - (4) Explanation of any deviation and justification, if applicable;
  - (5) Expectations of outputs for teaching, research/creative activity, service;
  - (6) Timeline with specific deliverables, when applicable;

- (7) Assessment method for how progress, goal achievement and success will be measured;
  - (8) How the individual plan is integrated with faculty evaluations for the end of the upcoming academic year; and
  - (9) Resources needed, if applicable.
- (e) Each faculty member's workload plan must be agreed upon and approved via signature by the faculty member, department chair, and dean.

## **SECTION AP321.10 SCHEDULE FOR APPROVING FACULTY WORKLOAD PLANS**

### **Section AP321.10.1 Workload Plan Approvals for Academic Year 2024 – 2025**

- (1) For the fall 2024 semester, all initial work plans for faculty for spring semester 2025 must be approved by colleges, schools, and departments and submitted to the Provost no later than January 1, 2025.
- (2) The University must submit an Annual University Workload Report to the Board of Trustees for review and approval no later than September 30, 2025.
- (3) After approval by the Board of Trustees, N.C. A&T must submit its Annual University Workload Report to the UNC System President no later than October 15, 2025.

### **Section AP321.10.2 Workload Plan Approvals for Academic Year 2025-2026 and Beyond**

- (1) All faculty workload plans for the upcoming academic year must be approved by each dean on or before the last day of the previous semester.
- (2) Deans must submit all workload plans for the upcoming academic year and the summary report of the prior academic year to the Provost no later than June 1<sup>st</sup>.
- (3) The University must submit its Annual University Workload Report to the Board of Trustees for review and approval no later than September 30<sup>th</sup>.
- (4) After approval by the Board of Trustees, the University must submit the Annual University Workload Report to the UNC System President no later than October 15<sup>th</sup>.

## **SECTION AP321.11 COMPLIANCE**

University faculty members are expected to adhere to all institutional policies and regulations. Non-compliance may result in a range of consequences, including imposition of sanctions, reduction in rank and termination.

**POLICY HISTORY:**

*Eff. July 20, 2024*

**AUTHORITY:** Board of Trustees

**POLICY OWNER:** Provost and Executive Vice Chancellor for Academic Affairs

**RESPONSIBLE OFFICE:** Office of the Provost and Executive Vice Chancellor for Academic Affairs

**RESOURCES:**

[UNC Policy 400.3.1, Teaching Effectiveness in the University of North Carolina](#)

[UNC Policy 400.3.4, Policy on Faculty Workload](#)