University of Wisconsin-Milwaukee

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UW-Milwaukee Instructional Academic Staff Workload Policy

(please also see AS Document 24 series)

(please see document below)

Passed by the Academic Staff Senate 8/11/98

UW-Milwaukee Instructional Academic Staff 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.

2. General Principles Governing the Workload of Instructional Academic Staff

The Academic Staff Senate recognizes the Instructional Academic Staff's teaching responsibilities and the establishment of a standard workload for UWM Instructional Academic Staff. This standard workload conforms to the American Association of University Professors (AAUP) Statement on Faculty Workload (April, 1990), and the UWM Faculty Workload Policy (Faculty Document No. 1902, May 1994; revised in February 1996 as Faculty Document No. 2027). The standard 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 occur, 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 teaching load is twelve contact hours per week. 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 12 contact hours, e.g., an assignment of 3 hours would equal a 25% FTE appointment, 6 hours would equal a 50% FTE appointment, 8 hours would equal a 67% FTE appointment, etc.

3. Determining Workload Adjustments

The maximum full-time teaching workload of 12 contact hours per week presumes a conventional classroom lecture or discussion section for a traditional academic year. Moreover, the 12 contact hour load presumes no additional expectations in terms of research, service or other institutional responsibilities. However, should these activities occur, appropriate adjustments to the workload shall be made. Finally, this workload policy also presumes each department, school or college shall propose the fair equivalents in workload for those IAS whose activities do not fit the conventional classroom lecture or discussion pattern.

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

3.1 Teaching Workload. Adjustments shall be made in each department for 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, adjustments must be made to the workload.

3.3 Service Workload. Adjustments to the 12 contact hour per week workload must be made when an IAS member performs significant institutional administrative duties or professional service activities. For example, activities such as governance involvement, 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.

4. Approval Process for Adjustments to Workload

Once units have established and gotten approval for their workload policy, any adjustments must consist of contact hour substitutions. Any IAS in departments, schools or colleges can propose adjustments to this workload policy to meet any special conditions of their units. All affected IAS should have the opportunity for input. The unit executive committee and/or dean will be informed of any proposed workload adjustments. The workload policy and any adjustments to that policy shall be done in consultation with the Academic Staff Senate and shall be provided to the dean for distribution to the unit's executive committee.

5. Implementation of Instructional Academic Staff Workload Policy

Each department, college, or school will provide a copy of the IAS workload policy to each IAS member of the unit. 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.

6. Monitoring of Teaching Academic Staff Workload

6.1 The Academic Staff Senate is responsible for monitoring the implementation of approved workload policies and for suggesting needed adjustments to the policy.

6.2 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. The Academic Staff Senate will consider multiple appointments collectively for compliance with the workload guidelines.

6.3 In the event that IAS discover deviations from this policy, they will notify the Academic Staff Senate for action.