

Computer Science Department Oklahoma State University

Faculty Workload Policy

Approved by Faculty on 03/23/2015

Revision approved on 11/29/2018

Approved by Dean on 12/03/2018

INTRODUCTION

This document describes the workload policy governing the Computer Science Department. The Department derives its mission from Oklahoma State University which is a comprehensive land-grant university, calling for high-quality teaching, research, and service/outreach. Therefore, the workload policy described in this document must serve to motivate the faculty for the highest levels of achievement by fully utilizing their talents and skills.

GUIDELINES TO GOVERN WORKLOAD ASSIGNMENTS OF FACULTY MEMBERS, OSU P&P 2-0110, Academic Affairs, August 2014:

“The descriptions of the workload policy are not meant to be confused with evaluative criteria, or with equivalent hours in a typical forty-hour (40) work week, or any other common metric. Clock hours do not equate with course credit hours or with course hour equivalents. It should be recognized that the professional trajectory of a faculty member is developmental, in that each faculty member’s role shifts as he or she progresses and develops areas of excellence, while typically continuing to contribute in all areas. Growth and change will be negotiated between the faculty member and his or her supervisor, and should be reflected and recorded in each faculty member’s annual Appraisal and Development conversation and evaluative documentation.”

TENURED and TENURE-TRACK FACULTY

The University mission requires that all full-time tenured and tenure-track faculty in the Department engage in teaching, research, and outreach. The normal workload for the Computer Science Department faculty is 45% teaching, 45% research, and 10% service/outreach. However, the annual Appraisal and Development conversation and evaluative documentation of record will reflect accurately the actual workload assigned to each full-time tenured and tenure-track faculty member during the evaluation period.

The 45% teaching load translates to teaching two courses per semester. The teaching portion of the workload will be reduced for Assistant Professors who are not tenured to 2 – 3 courses per academic year with a corresponding increase in the workload percentage assigned to research.

The tenured and tenure-track faculty of the Department are expected to maintain a high level of research activity. This will be reflected in the quantity and quality of publications and the number of externally funded grants and contracts. All faculty members are expected to publish and submit funding proposals. The goal is to publish four high quality research papers and to obtain one external grant/contract per year. Faculty who have a high level of research productivity will have a proportional reduction in their teaching load, while faculty with a low level of research productivity will have a proportionally higher teaching load. The Department Head can decrease the teaching loads of faculty receiving “outstanding” scores on research productivity on two consecutive A&Ds. The Department Head should also institute a remediation plan for faculty members receiving “inadequate” or “minimal” ratings in research, teaching, and/or service on two consecutive A&Ds. In the event that a faculty member receives “inadequate” or “minimal” A&D scores in teaching, the Department Head can require a faculty member to undergo teaching effectiveness training through ITLE.

All faculty (barring extenuating circumstances) are required to attend the Departmental faculty meetings to facilitate faculty governance in the Department. Active participation in committees at the Department, College, and University levels is also required of all faculty. All faculty are required to keep regularized office hours at a time and place that is public information included in all syllabi and on record with administrative staff. All faculty are expected to reply to all emails pertaining to university, department, or student affairs within a 24-hour period excluding weekends and university holidays and to have contact information on record with administrative staff.

All faculty are expected to supervise graduate students. Graduate student supervision is implicit in the workload of all faculty members. The Computer Science Department spans the Stillwater and Tulsa campuses. Currently, there is no graduate program at the Tulsa campus. So, all graduate students are enrolled in the Stillwater campus. The Department will make provisions for graduate students to travel to the Tulsa campus in order to visit with the Tulsa-based faculty.

VISITING FACULTY

The typical workload of visiting faculty is teaching three courses per semester. They are not required to serve in committees, attend faculty meetings, or engage in research activities.

UNIT ASSIGNMENTS OF ACTIVITIES

Total workload for an academic year (9 months) is defined by the University policy (OSU P&P 2-0110) as equivalent to 24 workload units. A number of workload unit assignments are listed below for various teaching, research, and service activities. These unit assignments are subject to revision every three years. This should be viewed as a guide to direct faculty talent. The unit assignments reflect time equivalency. They do not address other aspects of the work assignment. When considering unit assignments, various limiting factors must be taken into account. Specifically, it is unlikely that a beginning Assistant Professor will be able to meet the publication and funding expectations during the first two years of employment. Due to the unpredictability associated with research, the units of research category should be viewed as aspirational.

Unit Assignments for Teaching/Research/Service Activities

Category (Total 24 hours/9 month)	Activities	Units
<i>Teaching</i>		
	Teaching a regular class (large class +.40)	≤ 2.70
	Developing and teaching a new class	≤ 2.85
	Teaching an online class as in load	≤ 2.85
	Supervising 5000/6000	≤ 0.30
	5070 and other 0-ending courses	≤ 0.30
	Teaching a TV class with a Tulsa section	≤ 2.85
	Teaching an Honors course	≤ regular +.15
	Consideration of teaching load for faculty in their initial appointment period	≤ 5.40
	Consideration of teaching load for faculty in their reappointment period prior to tenure	≤ 2.70
<i>Research</i>		
	Published a reputable peer reviewed research paper	≤ 2.00
	Externally funded grant/contract (per 50K)	≤ 4.00
	Internally funded grant	≤ 0.50
	Each external proposal submitted	≤ 1.00
	Each State/OSU proposal submitted	≤ 0.10
<i>Extension & Public Service</i>		
	Departmental committee member	≤ 0.40
	Departmental committee chair	≤ member + 0.30
	College, University committee member	≤ 0.40
	College, University committee chair	≤ member + 0.30

Professional Development

Administrative and other duties

Center director	0
Graduate coordinator	≤ 2.70
Assessment coordinator	≤ 1.35
Certificate program coordinator	≤ 2.00

Non-recurring activities such as invited talks, awards, advising student organizations, editing journals, chairing conferences, and serving as journal or conference reviewers will be assigned units on an ad hoc basis.