

## **01. PURPOSE**

01.01 In accordance with university policy ([APS 790601](#), Faculty Workload), all faculty in the College of Criminal Justice have workloads that meet university goals and are distributed equitably and carried out efficiently and effectively.

01.02 The College of Criminal Justice elected to create and maintain a single college workload policy with agreement from each department chair and with input from tenured, tenure-track, and continuing non-tenure track faculty. The College workload policy is reviewed annually and subject to approval by the Dean and the Provost and Sr. Vice President for Academic Affairs.

01.03 The department chairs are responsible for assigning workload, in consultation with the faculty member, at the beginning of each fall, spring, and long summer (if applicable) semester. The department chair ensures faculty workload assignments comply with university policies and meet department goals for teaching, research, scholarly and creative activities, and service with consideration of individual professional goals, interests, and skill sets.

consultation with the chair at the beginning of each fall, spring, and long summer semester. During this meeting, chairs can negotiate research time in their workload with approval by the Dean. Each semester, the department chair submits the faculty workload to the Dean for approval and reporting.

## **02. WORKLOAD CREDIT**

02.01 The standard workload for full-time faculty is 12-workload credits per semester. One (1) workload credit is defined as one (1) semester credit hour of organized instruction or the equivalent. Every 3 hours of workload credits are equivalent to approximately 10 hours of work per week. Approved workload credit over 12-workload credits per semester for tenured and tenure-track faculty may be accrued for future use with approval from the chair, the Dean, and the Provost and Sr. Vice President for Academic Affairs in accordance with [APS 810701](#),

02.02 For most Professors of Practice and full-time Lecturers (excluding Lecturer-pool) in the College, this 12-workload credit standard is typically fulfilled by teaching four (4) 3-credit hour classes (12 workload credits).

02.03 For most tenure-track and tenured faculty teaching in the College, the 12-workload credit standard is typically fulfilled by teaching three (3) 3-credit hour classes (9 workload credits) and conducting research at a level that warrants the awarding of three (3)

04.02 Workload adjustments resulting in no workload credit towards teaching are not typical and may only be considered under rare and temporary circumstances with the approval of the chair, the Dean, and the Provost and Sr. Vice President for Academic Affairs.

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dissertation committee (1 workload credit). Upon completion, the workload credit will be banked for future use to be approved by the chair, the Dean, and the Provost and Sr. Vice President for Academic Affairs.

- i) **Mentoring of M.A./M.S. Students Adjustment** Workload credit may be granted to a faculty member participating in graduate mentorship in the M.A./M.S. programs, such as chairing M.A./M.S. thesis committees (0.60 workload credit per thesis chaired), chairing M.A./M.S. capstone projects (0.30 workload credit per capstone chaired), or the instructor of record for M.A./M.S.-level independent studies (0.30 workload credit per organized course). Upon completion, the workload credit will be banked for future use to be approved by the chair, the Dean, and the Provost and Sr. Vice President for Academic Affairs.

**Mentoring of Undergraduate Students Adjustment** Workload credit may be granted to a faculty member participating in undergraduate mentorship, such as chairing honors theses (0.50 workload credit per thesis chaired) or the instructor of record for undergraduate-level independent studies (0.25 workload credit per organized course). Upon completion, the workload credit will be banked for future use to be approved by the chair, the Dean, and the Provost and Sr. Vice President for Academic Affairs.

