



## Board of Trustees

June 9, 2016

Resolution 2016-23

### Faculty Workload Policy

**WHEREAS**, the State of Ohio House Bill 484, includes language that mandates state universities to evaluate their workload policies and require state universities to increase their aggregate faculty workload by ten percent in the combined areas of instruction, advising and research by the end of Fiscal Year 2017; and

**WHEREAS**, the faculty of Northeast Ohio Medical University play a critical role in the University's education, research and service areas in relation to the mission, objectives and strategic plans of the University; and

**WHEREAS**, the workload obligation of an individual faculty member should reflect the proportion of faculty effort within each of the three areas of responsibility that best represents the interest and strengths of the faculty member, while simultaneously furthering the excellence of both the department's and the University's academic, research/scholarly and service programs; and

**WHEREAS**, the administration of the Northeast Ohio Medical University identified workload categories that include faculty workload standards, faculty workload oversight and alignment to tenure and promotion to serve as guidelines for all of the University's colleges; and

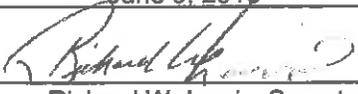
**WHEREAS**, the University Faculty Workload Policy was created to clarify and unify standards and practices of faculty members throughout the University; **NOW THEREFORE**

**BE IT RESOLVED**, that the Board of Trustees of the Northeast Ohio Medical University hereby approved the attached "Faculty Workload Policy" as presented to be effective immediately.

Action \_\_\_\_\_ Approved \_\_\_\_\_

Date of Action \_\_\_\_\_ June 9, 2016 \_\_\_\_\_

For the Board of Trustees \_\_\_\_\_

  
Richard W. Lewis, Secretary

## Policy: Faculty Workload

### REASON FOR POLICY

Faculty play a critical role in the University's ability to meet its mission in education, research, and service. The activities, duties, and responsibilities of the faculty must be determined in relation to (1) the mission, objectives and strategic plans of the University, and (2) the specific mission, goals, and objectives of the respective departments across the various schools and colleges. The workload obligation of an individual faculty member should reflect the proportion of faculty effort within each of the three areas of responsibility that best represents the interests and strengths of the faculty member, while simultaneously furthering the excellence of both the department's and the University's academic, research/scholarly, and service programs. This policy establishes a university-wide framework for workload categories, across which any individual faculty member's proportion of effort may vary.

Responsible University Officer: Vice President for Academic Affairs

Policy Owner: General Counsel

### POLICY STATEMENT

#### 1. Faculty Workload Standards

Each college must maintain a policy regarding the standards of faculty workload. Workload policies establish the baseline requirements of professional performance and are distinct from reappointment, promotion, and tenure criteria. Meeting workload requirements is preliminary to the attainment of performance standards established for reappointment, promotion, or tenure. Flexible workload policies allow departments or units the opportunities to capitalize on the strengths of individual faculty members.

#### 2. Faculty Workload Oversight

College workload policies must be implemented through deans and department chairs. The academic department must assign instructional responsibilities and certify full workload across teaching, research, and service. The dean must monitor implementation across academic units to assure faculty workload equity throughout the college.

#### 3. Alignment to Tenure & Promotion

Colleges are expected to align faculty workload policies with the university tenure and promotion expectations, as well as the annual performance appraisal procedures. This ensures department productivity, programmatic advancement, and university mission attainment.

#### Exclusions

None

The Northeast Ohio Medical University College of Medicine strives to graduate exemplary physicians who seek careers in primary care and other medical specialties in an effort to enhance the health care of the Northeastern Ohio region and the rest of the country. The College also endeavors to uncover new knowledge about diseases and to provide a resource for the understanding and practice of health care. It is important that the work of our faculty aligns with these objectives, and it is essential that faculty clearly understand their roles and responsibilities in order to complete the mission of the College with integrity and quality. The following statement defines the core principles of faculty work necessary to achieve the goals stated within our mission.

Faculty workload can be defined as the sum of activities involved in teaching, research, service, clinical care, and administration that carry out the College of Medicine's mission and which fulfill its obligations to the students and the public constituencies that support its effort. The faculty and administration of the College of Medicine collaboratively fulfill the College's obligations to the state of Ohio, to federal authorities, and to accreditors. The details of these obligations include teaching assignments, intramural and extramural service obligations, and participation in research.

Each department chair or division director is responsible for allocating the economic and human resources provided to his/her unit in order to fulfill their assigned objectives. It is the responsibility of the chair to recognize that the balance among teaching, research, service, clinical care, and administrative activities may vary greatly among faculty members within departments. These differences of duties may arise due to the specific or unique tasks that have

been assigned to each department or due to the specific talents of a particular faculty member. It is the responsibility of the Dean of the College of Medicine to recognize that the balance of teaching, research, service, clinical care, and administration may vary between faculty members within the different departments. As a professional graduate school, the College of Medicine does not utilize a traditional method of accounting as noted by credit hours, but teaching effort can nonetheless be measured by course supervision, lectures, preparation, laboratory effort, and student contact hours. The quality and quantity of research activity has many metrics and assessment tools not specifically defined in this policy, but which may be used at the discretion of the department chair or Dean of the College of Medicine in workload determinations for individual faculty members. Appropriate service necessary to complete College of Medicine goals as well as to fulfill faculty responsibilities to university governance must be a part of each faculty member's contribution. An allocation of each faculty member's work time in teaching, research, service, clinical care, and administration is to be divided as deemed appropriate by the chair of the department in consultation with the Dean. The distribution of work effort must represent the actual work hours expected from the faculty to achieve the expected goals from the faculty member. The distribution of percent effort shall be identified in writing as part of performance planning and indicated in the annual review of each faculty member's performance. The annual evaluation should consider the faculty effort as measured by individual success as well as their effort in regard to support of departmental and college objectives. This policy is subject to review and amendment when appropriate.

<b>FACULTY WORKLOAD</b>	
<b>Approved by:</b> <input checked="" type="checkbox"/> Pharmacy Executive Committee: 5.10.2016 <input checked="" type="checkbox"/> College of Pharmacy Core Faculty Council: 5.18.2016	<b>Reviewed/Revised:</b>
<b>Developed:</b> May 10, 2016	<b>Effective Date:</b> May 19, 2016

**Purpose:**

To maintain accountability and transparency within the College of Pharmacy related to faculty workload planning, which supports its mission to prepare highly skilled pharmacists who play an indispensable role in a team-oriented approach to patient care and medication management services. The College's mission is fulfilled through the areas of education, research, scholarship and service. Faculty effort shall be reflected within these areas and in accordance with activities appropriate for each individual faculty rank.

**Policy:**

In accordance with the University Faculty Workload Policy, the College of Pharmacy has established its own standards and oversight related to faculty workload planning.

*Baseline Requirements*

The College of Pharmacy abides by the University policies and procedures for recruitment and provides a job description and/or description of duties outlining faculty expectations upon hire. Faculty members report to their respective department chair who develops a customized workload for each faculty member in the areas of teaching, research, scholarship, service and/or administration.

*Annual Requirements*

The University Faculty Bylaws defines the standards of faculty performance. Faculty will meet with their respective department chair, or his/her designee, on a semiannual and annual basis to review their performance and workload. This review is completed through the use of the Faculty Performance Plan and Evaluation Form, which includes weighting on performance categories (e.g., teaching, research, scholarship, service, administration). The department chair, in collaboration with the faculty member, shall re-allocate and/or adjust responsibilities when necessary. The overall annual performance review rating shall be used to determine faculty compensation for those that qualify under the Performance-Based Compensation Plan for Full-Time NEOMED-Employed Faculty Members.

*Oversight*

The department chair is responsible for monitoring faculty workload. The department chair and dean of the College shall ensure compliance with College and University policies, bylaws and accrediting bodies.

**Reference Documents:**

- Job Description Template
- Description of Duties Template
- University Faculty Bylaws
- Faculty Activity and Self-Evaluation Form
- Faculty Performance Plan and Evaluation Form
- Performance-Based Compensation Plan for Full-Time NEOMED-Employed Faculty Members