



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1397**

POLICY ON FACULTY WORKLOAD

Every effort has been made to ensure compliance of this policy with the current Collective Bargaining Agreement (CBA). Direct references to CBA are cited parenthetically by Agreement section (e.g. CBA 20.1).

The primary professional responsibilities of instructional faculty members are: teaching, research, scholarship, creative activity, and service to the University, profession and to the community. Faculty members have additional professional responsibilities such as: advising students, participation in campus and system-wide committees, maintaining office hours, working collaboratively and productively with colleagues and participation in traditional academic functions (CBA 20.1).

The professional obligation of faculty comprises both scheduled and non-scheduled activities. It is part of the professional responsibilities of faculty to carry out their duties in an appropriate manner and place. For example, instructional activities, office hours, and other duties and responsibilities shall be required to be performed at a specific time and place by an appropriate administrator after consultation with the department and/or the faculty member. Non-scheduled activities such as preparation for class, evaluation of student performance, syllabus preparation and revision, and review of current literature and research are more appropriately performed in a manner and place determined by the faculty member. Faculty members are employed to provide teaching and advisory service to students and related academic services to the university. Faculty members shall meet all scheduled classes and laboratories during the week and maintain office hours so they will be available to students and advisees (CBA 20.1).

In the assignment of workload, consideration shall be given to at least the following factors: graduate instruction, activity classes, laboratory courses, supervision, distance learning, sports, and directed study. Consideration for adjustments in workload shall be given to at least the following: preparation for substantive changes in instructional method, research, student teacher supervision, thesis supervision, fieldwork, and service on a university committee. Faculty have the obligation to be available to students, to assume normal committee assignments, and other professional service related to the mission of the campus (CBA 20.3).

Teaching faculty shall not be required to teach an excessive number of contact hours, assume an excessive student load, or be assigned an unreasonable workload or schedule (CBA 20.3). The annual full-time assignment for faculty employees shall normally average fifteen weighted units per quarter. The assignment shall normally be composed of twelve weighted units for instruction and three weighted units for instruction-related responsibilities per quarter. A variation of the normal full-time assignment per quarter shall not exceed an annual average of fifteen weighted units for instruction and instruction-related responsibilities per quarter. (These provisions apply pro rata to part-time faculty).



For the purpose of consulting with students, full-time faculty shall hold office periods totaling 5 hours per week. Office hours shall be scheduled on at least three weekdays (commensurate with teaching fraction for part-time faculty) at times which adequately serve the needs of students. Office hour schedules on less than three weekdays must be endorsed by the department chair and approved by the dean or director; they should be requested for reasons directly related to faculty workload, such as committee responsibilities, research, special assignments and other professional demands. Problems related to office hour schedules are to be resolved by the dean or director in consultation with the department chair.

A faculty employee who is assigned temporary substitute duty of a short duration, which shall normally be up to twenty (20) working days shall be compensated at the faculty substitute rate. Temporary substitute assignments of a long duration, which shall normally be greater than twenty (20) working days, shall be compensated by an appropriate workload reduction as soon as practicable or, if the faculty member is not employed in the next academic term, he/she shall be appropriately compensated upon separation for the class hours taught. For compelling reasons, a faculty member may decline such an assignment. Nothing in this provision shall preclude faculty employees from voluntarily making informal substitute arrangements of short duration with a colleague, subject to approval of the department chair (CBA 20.8).

The assignment of librarians may include, but shall not be limited to, library services, reference services, circulation services, technical services, on-line reference services, teaching in library subject matter, service on system-wide and campus committees and task forces, and activities that foster professional growth, including creative activity and research. Such assignments shall be made by the appropriate administrator after consultation with the librarian employee. (For special assignments, schedules, work hours and work plans for librarians, see CBA 20.9 -20.2)

The assignment of a counselor may include but shall not be limited to individual counseling, group counseling, consultation and referral, intern training and supervision, teaching, service on system-wide and campus committees and task forces, and activities that foster professional growth including creative activity and research. Such assignments shall be made by the appropriate administrator after consultation with the Counselor employees. (For special assignments, schedules, work hours and work plans for counselors see CBA 20.11-20.24)

The assignment of coaches may include, but shall not be limited to, coaching and related duties, service on appropriate system wide and campus committees and task forces, public services, teaching responsibilities and student advising. (See CBA 20.25-24.29)

Academic department chairs shall normally be selected from the list of tenured or probationary faculty employees recommended by the department for the assignment (see policy on Department Chair Appointment). Department chairs shall perform duties and carry out responsibilities assigned by the president. Department chairs shall be appointed by the president and shall serve at the pleasure of the president.