Idaho State University College of Science and Engineering ISUPP 4090

Faculty Workload Policy Supplement

*(Approved by faculty vote on May 5, 2025)*

This document supplements *Idaho State University Policy and Procedure 4090, Faculty Workload*, and drafts college-specific workload criteria, as required by said policy, for the College of Science and Engineering (CoSE). The sections listed below correspond with the sections in the institutional level policy. Each department is encouraged to develop its own workload policy or guidelines consistent with the CoSE and ISU policies, in consultation with the CoSE Dean’s office.

1. CoSE recognizes that the workload equivalency units (WEU) defined in ISUPP 4090 may translate in complex ways to credit hours (CH), contact hours (number of face-to-face hours between students and Faculty regardless of credit hours), and student outcomes within the college. This supplement seeks to clarify those complexities to fulfill the policy goals of equity, flexibility, credit, and transparency.
2. Section II.G sets one WEU (i.e., ~2 hours and 40 minutes per week) equal one credit-hour of instruction, and thus sets an expectation that all preparation, delivery, student support, teaching, and grading per credit-hour taught should be equivalent to ~3.3% (or 1/30) of Faculty’s typical two-semester total workload. In turn, a 3-credit class should nominally take ~8 hours/week. This CoSE supplement explicitly recognizes the complexities of translating credit hour to workload within this college, and acknowledges that such expectations may not be met. This policy attempts to clarify those circumstances to meet the policy goals. Furthermore, this CoSE policy seeks to be consistent with the instructional workload definition in II.C that includes “the supervision of student scholarly work and other activities such as advising necessary for students to complete degree and program requirements at ISU.”
3. CoSE will review this supplemental policy within two years of

implementation, recognizing that its initial accelerated adoption may lead to unintended outcomes that deserve further attention within the bounds of the authority and responsibility outlined in ISUPP 4090. Faculty members may also request review of this policy to the Department Chair and/or CoSE Dean, who will refer this request to the CoSE Executive Committee for review consideration.

1. A.1-2. CoSE recognizes that although it may be difficult to apply a single policy to every CoSE department, this supplement will be used to ensure flexibility in a procedure by which CoSE Workload expectations can be clearly determined and documented. Section IV.H.1.C details examples of deviations from defaults that may be applicable across CoSE.

IV. A.3. The Office of the CoSE Dean will rely on Department Chairs and Heads to compile tentative individual Faculty workload plans on an annual basis, with input from the respective Faculty member. Upon approval by the CoSE Dean, this information will be forwarded to the Provost’s Office annually, and available to ISU Faculty and Staff via inquiry to the CoSE Dean’s office.

IV. A.4. No supplemental information required.

IV. A.5-6. Aspects of the Instructional Workload that are not encompassed by the default teaching role or addressed in section IV.F or IV.H, may be recommended to the CoSE Dean for future consideration.

IV. A.7. Professional Service as defined in section II.E.1 may overlap in some cases with Instructional and/or Scholarly Workload, and should only be accounted for once; it may be pro-rated among categories, as agreed upon by the Department Chair and Faculty member.

1. B-G. Workload expectations for CoSE may be most clearly calculated as a balance among all workload activities on an annual rather than term-by-term basis. This timeframe better accommodates complex needs, including course enrollment demands at the department level. To the extent possible, approvals for modified Workload Distributions will be granted on a timeline consistent with external grant agency decisions to enhance predictability of time commitments for individual CoSE Faculty. Unless there are alternate stipulations in offer letters, position descriptions, and contracts, workload for all Faculty, will follow the WEU allocation guidelines articulated in this supplement to ISUPP 4090.

Instructional WEU’s will be calculated for each course.

* 1. Each department will, in consultation with faculty and Chairs or Directors, submit a list of courses converted to WEU to the CoSE Dean. This list will be approved by the CoSE Dean and Provost.
  2. Factors that may initiate additional conversation regarding instructional WEU include:
     1. The number of students.
     2. The modality of instruction: in-person, hybrid, asynchronous
     3. Course level and content complexity with respect to learning outcomes.
     4. New course development.
     5. Faculty traveling greater than 25 miles from their assigned campus.
  3. Activities such as thesis, dissertation, capstone and other academic supervision courses may, through conversation with the Department Chair and CoSE Dean, be assigned as instructional WEU. Any WEU credit for mentoring activities should not negatively impact a department’s ability to deliver their curriculum. The total WEU for mentoring activities included in instructional workload may not exceed 3 WEU per semester (6 WEU per academic year).

IV. H. (all other subsections of section H)

Higher service, scholarship, and/or administrative productivity is expected to accompany any reduction in instructional load, to be consistent with each department's goals and objectives, and approved by the CoSE Dean. CoSE Departments are encouraged to compile clear expectations for Research, Administration, and Service aligned with Scholarship. In instances where a buyout is necessary, the Dean, Chair, and other relevant parties will negotiate how funds will be allocated to cover the cost.

The WEU distribution associated with service as a department chair will be negotiated with the CoSE Dean. This administrative service will likely require a reduction of instructional WEU for department chairs.

IV. I. CoSE recognizes that the distribution of workload within an academic year for some departments can be predictably imbalanced (e.g., spring and fall WEU are not equal). This predictable imbalance necessitates a long-term commitment to flexibility in the allocation of workload between semesters, and CoSE suggests a multi-year (rather than semester-by-semester) approval period for requests to accommodate such distributions.

1. J. No supplemental information required.
2. No supplemental information required.