

Workload Policy School of Education and Human Service

The School of Education and Human Services (SEHS) is made up of six departments, each with varying research interests, teaching areas, and service commitments. The workload policy for SEHS integrates the School's mission to develop human potential while allowing for and supporting the individual differences of departments and individuals.

Three activities make up faculty workload: teaching, scholarly activity, and service. Each department is responsible for meeting the needs of students, faculty, and the university in assigning workload. An important consideration is the realization that *workload* includes a faculty member's research/scholarship/creative activity, teaching (including class preparation and advising), and service to the department, school, university, and profession. As SEHS moves forward in expanding doctoral programs, enhancing the designation of Oakland University as a "research" institution, it is important to maintain teaching excellence, develop applied and basic research projects, and carry out service responsibilities. The relative amount of each component may vary across and within departments, but the actual workload across SEHS should be consistent. There are many differences between and within each department making the need for flexibility essential.

The specific proportions of teaching, scholarly activity and service should be determined by the department chair and faculty member, subject to the approval of the dean.

The workload within SEHS should be consistent with the criteria for tenure and promotions as approved by the School Assembly. The workload proportions should be adjusted to match agreed upon goals, among the three areas, for each faculty member.

The needs of each department are best determined by the chair and faculty of each department in consultation with the dean. It is important that departments offer strong, vital programs that attract and benefit students. This requires a commitment to teaching and to providing necessary classes in a timely manner. *Teaching* load should be determined by the number of classes taught with no differentiation between three or four credit classes. Without other modifying factors, the normal load in SEHS constituting the "teaching" portion of load is three credit-yielding classes* per regular semester. Teaching also includes many activities such as advising graduate students, developing new courses, revising existing ones to meet professional and state standards, and overseeing or developing new programs within the department or school.

Activities that may directly affect workload proportions of an individual faculty member may include but are not limited to:

- Teaching very large classes
- Participation on a grant project
- Chairing a Department
- Coordinating selected major programs or projects for the department or school
- Supervision of special projects, research projects and independent studies
- Supervision of dissertations
- Leadership in national or state professional organizations

*The word *class* is used to designate a credit-bearing section of a course. Currently, a *class* is given a “CRN” designator. Included in the definition of classes are CRNs for independent or field-based instruction or supervision. Examples include, but are not limited to: thesis, internship, field placement, special project, and practicum supervision.

Adopted by the School of Education and Human Development School Assembly, September 17, 2007.