Faculty Workload Policy
Department of Communication Sciences and Disorders
Oklahoma State University

PRINCIPLES AND GOALS:
The workload policy of the Department of Communication Sciences and Disorders recognizes that all faculty (both tenure track and clinical track) are autonomous, highly degreed professionals expected to produce work consistent with academic excellence and departmental/university policies.

Participation in equitable teaching, research, clinical supervision, clinical administration, advising, and departmental service based upon rank and position is expected. Emphasis on each area will vary between faculty based on departmental needs, professional interests, and individual negotiation with the department head.

The workload policy of the department aims to ensure that all teaching, research, clinical supervision, clinical administration, advising, and departmental service goals may be successfully met for both the department and the individual faculty member. Changes in assignment may be made based on productivity, performance, and/or stage of career as negotiated with the department head.

Key principles:
1. **Equitable workload:** Teaching assignments will be distributed equally when possible, with consideration that untenured faculty members or clinical faculty members may be given reduced teaching loads to facilitate research and clinical duties.

2. **Equitable awards and recognition of accomplishments:** Outstanding teaching, research, clinical supervision, clinical administration, advising, and departmental service will be given equal weight with regards to financial or other awards.

3. **Professional expertise/interest:** When possible, the department head will assign teaching duties consistent with faculty expertise and interest.

4. **Equitable career development:** Faculty members will be provided opportunities to change areas of emphasis as needed to support individual career development while still meeting departmental and university goals.
Factors to be considered by department head for teaching assignments:

1. Level/type of course and course enrollment.
2. New course preparations required by faculty members.
3. Research.
5. University service.
6. Professional development activities.

WORKLOAD ASSIGNMENT POLICY:

Tenured faculty (Professor, Associate Professor) will be assigned a 2/2 teaching load per academic year, research, and departmental service.

Untenured tenure-track faculty (Assistant Professor) will be assigned a 2/2 teaching load per academic year, research, and departmental service. Reduced instructional assignment will be considered in the first year of appointment (1/2 or 2/1) and may be considered in the second and third year as negotiated by the faculty member and department head.

Clinical faculty (Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor) will be assigned clinic (faculty practice), a 1/1 teaching load per academic year, and departmental service.

Clinical coordinators will be assigned clinic administrative duties, clinic (6 clients = 0.25 FTE), and departmental service.

Clinical supervisors (Lecturer) will be assigned clinic (6 clients = 0.25 FTE) and departmental service.

Academic advisors (Lecturer) will be assigned advising duties and departmental service.

*Teaching load and/or clinical supervision may be included per departmental need as determined by department head.

Visiting faculty/staff will be assigned teaching, research, clinic, and departmental service by the department head based on departmental need.

Adjunct faculty/staff will be assigned teaching, research, clinic, and departmental service by the department head based on departmental need.

****As noted previously, changes in assignment may be made based on productivity, performance, and/or stage of career as negotiated with the department head. Assignments will be adjusted accordingly by department head for faculty/staff less than 1.0 FTE.