


<b>Name of Policy:</b> <a href="#"><u>Faculty Workload Measurement and Reporting Requirements for Colleges of the University of Toledo</u></a>			
<b>Policy Number:</b> 3364-72-03		<b>Original effective date:</b> October 19, 2011	
<b>Approving Officer:</b> President			
<b>Responsible Agent:</b> Chancellor and Executive Vice President for Biosciences and Health Affairs; Provost and Executive Vice President for Academic Affairs			
<b>Scope:</b> The University of Toledo – all Colleges: see section (C)			
<input checked="" type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The University of Toledo recognizes the work of its tenured and tenure-track faculty to be of utmost importance to the accomplishment of its mission. Recognizing also that measurement of that valued contribution is essential to the welfare of the institution and its stakeholders, the policy of the University of Toledo will be that each Department Chair, College Dean and unit leader develop a faculty workload measurement methodology which will be translated into “Credit Hour Equivalent per Semester” (CHE/s).

(B) Purpose of policy

To set forth requirements for the measurement and reporting of faculty workload.

(C) Scope

This policy applies to the tenured and tenure-track faculty of the entire University and all Colleges within the University and is in accordance with Ohio Revised Code section 3345.45 and resolution 11-02-02 of the Board of Trustees, “Faculty Workload Policy.”

(D) Procedure

- (1) The Dean of each College, in consultation with the Department Chairs, will develop appropriate equivalencies between research and other forms of inquiry, service, classroom and other teaching to allow recording and reporting of CHE/s. Records of the work of individual faculty members, departments, colleges, and

other units will be maintained and be made available to the Provost or Chancellor annually or upon request.

- (2) These workload measurements and records will be a necessary part of all requests for new faculty lines (any track), part of all offer letters, and a necessary part of annual budget hearings at the department, college or unit level.
- (3) Faculty workload should be part of the post-tenure review process or professional assessment process described in policy 3364-72-52 (Post Tenure Review) or the applicable collective bargaining agreement. Should reported measurements indicate an inadequate workload, a special post-tenure review (“special review”) or special assessment will be performed in accordance with the applicable policy or collective bargaining agreement.

<p>Approved by:</p> <p><u>/s/ laj</u> Lloyd A. Jacobs, M.D. President</p> <p><u>October 19, 2011</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p>Chancellor and Executive Vice President for Biosciences and Health Affairs; Provost and Executive Vice President for Academic Affairs</p>	<p><b>Policies Superseded by This Policy:</b> <i>None</i></p> <p>Initial effective date: October 19, 2011 Review/Revision date: Next review date: October 19, 2014</p>
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