


Name of Policy: Faculty Workload Policy Number: 3364-72-56 Approving Officer: President Responsible Agent: Provost Scope: All University of Toledo Campuses		 Effective date: December 17, 2025 Original effective date: December 17, 2025	
Keywords:			
x	New policy		Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

This policy defines the range and expectations regarding the workload for faculty.

(B) Purpose of policy

To comply with Ohio Revised Code Sec. 3345.45 and the ODHE Chancellor workload guidelines to establish an objective and numerically defined teaching workload expectation based on credit hours as defined in University policy 3364-71-23. This policy also defines all faculty workload elements, including activities other than teaching, in terms of credit hours and provides a full-time workload minimum standard established by the Board of Trustees.

(C) Scope

This policy applies to all faculty. Academic administrators with faculty appointments and research faculty entirely funded by grants or external funding sources are excluded from this policy. Part-time instructors and visiting instructors with 1.0 FTE annual appointments are included in this policy.

(D) Workload

1. The workload of full-time faculty includes teaching and teaching related activities, research, clinical care, librarianship, administration, service, scholarship, commercialization, creative activities, and other duties as assigned.
2. The full-time academic year workload for all 9-month faculty is defined as 30 credit hours of workload, which includes teaching and/or workload in other categories including research, clinical care, administration, service, scholarship, commercialization, creative activities, and other duties as assigned.
3. The full-time calendar year workload for all 12-month faculty is defined as 42 credit hours of workload, which includes teaching and/or workload in other categories including research, clinical care, administration, service, scholarship, commercialization, creative activities, and other duties as assigned.
4. Individual academic units (departments, colleges, and institutes) must establish workload definitions of justifiable credit hour equivalents for workload devoted to teaching, research, clinical care, librarianship, administration, service, scholarship, commercialization, creative activities, and other duties as assigned. Workload definitions must be reviewed and approved by the college dean and Provost in accordance with deadlines set by the Provost.
5. Full time tenured and tenure track faculty who do not have administrative appointments must devote a minimum of 15% of their workload to research, scholarship, commercialization, or creative activities and a minimum of 5% of their workload to service. This combined 20% of workload is equivalent to 6 credit hours of workload for 9 month and 8.4 credit hours of workload for 12 month faculty.
6. Full-time non-tenure-track faculty may devote up to 100% of their workload to teaching, clinical care, librarianship or other workload areas assigned by their department chair.
7. The academic department, school, institute, or equivalent academic unit is the initial level at which workload assignments are established. Department chairs, or equivalent administrators, may assign differential percentages for the various workload categories among their faculty while ensuring:
 - a. all full-time faculty are assigned a full workload;
 - b. teaching obligations of the academic unit are met;

- c. workloads reflect individual faculty strengths, interests, and abilities to maximize their contribution to the University mission;
 - d. workloads are equitably balanced;
 - e. workloads are consistent with this policy and the University mission.
8. Department chairs, school directors, institute directors or other equivalent academic administrators are to strive to achieve the following unit-level goals:
- a. For academic units with teaching in undergraduate programs and core courses, with little or no activity in graduate programs, teaching workload should account for at least 70% of the overall academic unit workload. Full-time faculty in these academic units are expected to devote most, if not all, of their teaching effort to undergraduate teaching.
 - b. For academic units with active undergraduate and master's degree programs, teaching workload should account for at least 60% of the total academic unit workload. Full-time faculty in these academic units are expected to devote more of their effort to undergraduate-level teaching than to graduate-level teaching.
 - c. For academic units with active undergraduate, master's, and doctoral programs, teaching workload should account for at least 50% of the total academic unit workload. All full-time faculty in these academic units should be personally involved in undergraduate teaching.
 - d. For academic units that only provide graduate and professional programs, teaching workload should account for at least 50% of the total academic unit workload. All full-time faculty in these academic units should be personally involved in teaching.
 - e. For other academic units, teaching workload should be determined by the department chair and the college dean and is subject to Provost approval.
9. Failure of a faculty member to comply with the requirements of this policy may result in administrative action. The administrative actions may include but are not limited to a statement of expectations, censure, remedial training, discipline, suspension, for-cause termination, regardless of tenure status, or any other action recommended by the Provost and determined by the President. For-cause termination requires the recommendation of the Provost, concurrence of the President, and approval by the Board of Trustees.

10. Part-time faculty are appointed to carry out instructional responsibilities dictated by enrollment demand or by special needs of an academic unit. Because their primary responsibility is teaching, part-time faculty are not usually expected to engage in other duties, unless designated by the chair and the dean, and subject to approval by the Provost . Like all faculty, they are expected to fulfill all teaching obligations, including meeting all sessions of assigned classes, preparation for the classes, timely grading and return to students of assignments and examinations, and maintaining office hours. The actual assignment of instructional responsibilities for a part-time faculty member will be determined by contractual agreement with the University.

(E) Updates

1. At least once every 5 years the University will update this policy, forward it to the Board of Trustees for approval, and submit it to the chancellor of higher education. The first such update will occur no later than December 2030.
2. Nothing precludes the University president or designee from updating or amending this policy between the statutory 5 year periods. Those updates do not need to be approved by the Board of Trustees.

(F) Relation to collective bargaining agreements and other documents

1. With respect to any collective bargaining agreement entered into after the date of this policy the following apply:
 - a. Nothing in this policy or the standards and systems related to this policy may be collectively bargained;
 - b. In the event that this policy conflicts with a collective bargaining agreement, this policy will prevail.
 - c. Neither this policy, application of this policy, nor any decisions reached under this policy may be negotiated, grieved, or arbitrated through any collective bargaining process.
 - d. Any past practices required by or associated with a collective bargaining agreement do not impact implementation of this policy.
2. In the event that this policy conflicts with any other policy, faculty handbook, or other documents, this policy will prevail.

<p>Approved by:</p> <p><u>/s/</u></p> <p>Michael Miller, Chair, University of Toledo Board of Trustees</p> <p>President</p> <p>Date: December 17, 2025</p>	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none">• <p>Original effective date: December 17, 2025</p> <p>Review/revision date:</p> <p>Next review date: December 17, 2030</p>
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