

Principles and Definitions for Assigning Faculty Workload in Industrial Engineering
Approved by IE Executive Committee
3-19-99

Revised December 2005

1. General

Authority and responsibility for faculty workload is a departmental budget matter, and as such is vested in the executive committee by Faculty Policies and Procedures 5.21. Under normal circumstances the department chair will act as the executive committee's agent, and references to the chair in what follows are to be understood in that way. If the chair and a faculty member cannot reach agreement on a workload decision, the faculty member may appeal to the executive committee, whose decision will be final at the departmental level.

The faculty workload document is based on the campus wide policy of the University of Wisconsin-Madison (Faculty Document 1033a) and the College of Engineering Faculty Educational Workload (FEW) Policy.

2. Principles for workload determination

2.1 Agreement

Each year the chair will meet with each faculty member to agree on the workload for the forthcoming year. This meeting will normally take place prior to the development of the fall timetable.

2.2 Normal workloads

A normal workload for a full-time faculty member paid 100% on instructional funds is a minimum of twelve equivalent course credit hours of instruction each semester. This workload can be averaged over the course of an academic year and summer session (if no additional salary is paid from instructional sources during the summer).

In particular, the IE educational workload policy includes the following guidelines defined in the FEW Document.

Achieve the equivalent of:

- *Two group classroom sections per semester, and*
- *Two individual instruction sections at the undergraduate and/or graduate level per semester (usually classified in the X90-X99 series of the timetable).*

A representative program meeting *the above* criteria would be:

- (1) Formal teaching of two group instruction sections per semester, one at 600 level or lower and one at 300 level or higher (6 credits equivalent).
- (2) Student advising, departmentally funded research, supervision of research projects **by teaching at least two individual instruction sections**, University and professional service (6 credits equivalent).

2.3 Overloads

A faculty member's workload may exceed 100%. In such a case the proportions for teaching, research, and service will be normalized to add to 100% and the extra effort will be addressed by the merit review process.

2.4 Partial appointments

Faculty who receive only a part of their salary through the IE Department will have their IE workloads reduced accordingly. Workloads corresponding to the remainder of their appointments will be set by the departments or units through which the other components of salary are paid.

3. Group instruction requirement

Each faculty member paid on 100% IE instructional funding must teach group instruction sections totaling at least 6 credits per semester, unless the teaching workload is reduced due to other considerations set forth in this document. No faculty will be permitted to be paid on 100% IE instructional funding without teaching at least one formal group instructional section in a semester.

3.1 Accounting

For establishing the group instruction workload, each conventional three credit course that meets 150 minutes per week for an entire semester is assigned a 25% teaching load (3 equivalent course credits) per semester, so that the normal group instruction workload is 50% per semester.

3.2 Assignment principles

The following principles apply to course assignments:

3.2.1 Enrollment

The course enrollment must meet minimum standards established by the department, with a typical enrollment of 24 students.

3.2.2 Assistants

A TA and/or grader may be justified depending on the class size and laboratory/quiz section support requirements as determined by the department chair. Such assignments will be allocated based on available resources, and per the TAA agreement in force at the time of assignment.

3.2.3 Team teaching

Credit for team-taught courses will be divided among the team. The department chair is responsible for allocating this credit in a reasonable manner based on the number of faculty, staff and teaching assistants.

3.2.4 New courses

Double credit may be allowed for a new course taught for the first time if approved by the department chair.

3.2.5 University administrative duties

Up to 50% credit may be approved, depending on the impact of the assignment on overall workload, for extraordinary administrative duties such as serving as department chair or department associate chair; serving as department or College or University program chair; a significant administrative or committee appointment at the College or University level; or unusually demanding external service activities, such as the presidency of a major professional society, which substantially enhance the visibility and recognition of the IE Department.

3.2.6 Tenure track faculty

The Department Chair may authorize a workload reallocation for an assistant professor such that his or her average teaching load would be three classroom courses per academic year (instead of the normal four) during his or her first three years of a tenure track position.

3.2.7 Other credits

Teaching workload credit can be allocated for any or all of the following, with the approval of the department chair, up to the maximum indicated per semester:

- Up to 5% for each of up to 5 graduate students who have passed the preliminary examination and are enrolled in courses with the IE 990 or IE 999 designations. Maximum allocation is 25%.
- Up to 5% for each of up to 5 graduate students who are enrolled in courses with IE 890 designation. Maximum allocation is 25%.
- Up to 5% for each of up to 5 graduate students who are enrolled in courses with IE 790 designation. Maximum allocation is 25%.
- Up to 5% for each of up to 5 graduate and/or undergraduate students who are enrolled in courses with IE 699 designation. Maximum allocation is 25%.
- Up to 10% for up to 15 student credit hours (SCH) during the summer for IE 699, IE 790, IE 890, IE 990, and IE 999.
- Up to 10% for special assignments to activities that promote the department's strategic plan.