

STATEMENT OF PRINCIPLES AND GUIDELINES  
FACULTY WORKLOAD ADJUSTMENT  
ROWAN UNIVERSITY

The master contract between the State of New Jersey and the Council of New Jersey State College Locals, AFT, stipulates that “the basic academic year teaching load for full-time faculty shall be twenty-four (24) teaching credit hours” (Article XII, Section B 2). Furthermore, the contract stipulates the “assignment of non-teaching duties within load for any faculty member, for any purpose, is a matter of academic/managerial judgement of the College/University” (Article XII, Section B 7). Consistent with the master contract, and in recognition of the important and increasing expectations and demands on the faculty to maintain a cutting edge regimen of scholarly activity, Rowan University will implement a program that provides an opportunity for all full-time, tenure track faculty for an adjustment of their academic teaching load. This program will permit faculty to obtain in-load time for significant projects related to research, scholarship and creative activity, instructional improvement, the scholarship of teaching and learning, and/or other appropriate endeavors and activities that fall beyond the normal expectations and responsibilities of the faculty (including extraordinary service activities and projects). It is understood that in developing this load adjustment program, all current policies and practices relating to the allocation of load time, both instructional and non-instructional, will be reviewed and either continued, modified, replaced or discontinued in order to accommodate the desired goals and objectives of the program.

The following guidelines for this program will apply:

- 1) Adjusted teaching loads may cover periods extending from one (1) semester to four (4) semesters in length at a time. An adjustment of one (1) course of no more than three (3) or four (4) semester hours per semester is permissible. Adjusted load hours may be annualized with overload compensation permitted in extraordinary situations for teaching loads greater than 18 hours where faculty loads cannot be adjusted (i.e., science labs, etc.).
- 2) Departments will develop standards and criteria that would be considered appropriate for an adjusted teaching load which will be reviewed and approved by the Dean and Provost. The standards articulated in the promotion documents should serve as a model for the adjusted load programs’ standards and criteria.

- 3) There will be a process of peer review for initial applications and periodic updates on load adjustments. This peer review process will consist of elected committees at the departmental and/or college level or elected committees of clusters of departments within a given college. The composition and membership of the peer committees will be determined by the faculty within the college with the approval of the Dean.
- 4) The peer committees will review and either recommend full approval, approval with conditions, or recommend non-approval of faculty requests for adjusted workloads. The peer committees may also provide feedback to the faculty member with suggestions for improvement. Reasons for non-approvals will be provided to the applicant. These applicants may modify their proposals and resubmit during the next (annual) cycle for review. Those proposals that are recommended for approval, either fully or with modifications, will be submitted to the Dean for review and final approval. Any/all recommendations for disapproval may be appealed to the Dean (for committee recommendations) or to the Provost (for Deans' recommendations).
- 5) Adjusted teaching loads would take effect at least one semester from the time of the approval of the project. In order to assist in planning for possible departmental instructional needs, applicants will notify their chairs of their intention to submit a proposal for consideration which will include the anticipated starting and ending dates of the project. [Should scholarly activity be expected to be continuous, such notice can be effected during the annual update/status report.]
- 6) Periodic updates on continuing projects and/or final reports on a given project will be provided to the appropriate peer committees and Deans on a schedule recommended by the department, departmental cluster, or college committee and approved by the Dean. If projects run into difficulties which prevent the project from continuing, the faculty member will notify his/her chairperson and Dean in a timely manner (within two weeks of such knowledge) so that a full teaching schedule may be restored. For the sake of accountability and to maintain the integrity of the process, failure to adhere to the project or activity as stipulated in the faculty member's approved proposal may result in a termination of the load adjustment.
- 7) Tenured faculty receiving a recommendation for full approval of their adjusted load as per number 4, may teach overload. Tenured faculty not receiving full approval and non-tenured faculty (with the exception of #8) may teach overload in consultation with their department and with permission from their dean. Permission will not be unreasonably denied.
- 8) During their first two years of service, all new tenure-track faculty will automatically receive a three (3) hour workload adjustment each semester. These faculty will NOT be permitted to teach overload while receiving an adjusted load during their first two years of service.

- 9) Each Dean, for the purposes of accountability, shall maintain data regarding the status of each faculty activity and shall include the name, title of activity, start date, end date, and an annotation on the outcome or product.
- 10) By the end of October of each year, faculty participating in the program will submit a brief report to their chair and Dean on the status of their project for the previous year.

**The Administration and the Union agree to review the status of the processes and procedures relating to the readjusted faculty workload, particularly as it pertains to the issue of overload, at the end of academic year 2008.**

**Nothing in these principles abrogates or supercedes any managerial or Union rights or responsibilities as stipulated in the master contract or in State regulation.**

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Robert A. Zazzali  
University Negotiator

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