ANDREW YOUNG
SCHOOL OF POLICY STUDIES
GEORGIA STATE UNIVERSITY

FACULTY WORKLOAD

Adopted July 22, 1999

PREAMBLE

As a community of scholars committed to teaching, research, and service, the faculty of the Andrew Young School of Policy Studies subscribe to the following professional obligations and expectations. A faculty appointment is a full-time position for the contractual period of employment. The concept of “Load” includes all aspects of a professor’s work at the university. Therefore, “Load” is the sum of the duties attached to teaching, research, and service to students, the university community, and the professional community-at-large. In general terms, each faculty member is expected to:

1. Prepare for and provide effective instruction in assigned course work.

2. Conduct intellectual inquiry appropriate to his or her field(s) of study.

3. Be accessible to those with whom he or she interacts in performing faculty duties.

4. Be accessible to provide academic advisement and dissertation advisement or direction as student and program needs may warrant.

5. Participate in service to and governance of his or her respective academic unit, the school, and the university.

6. Conduct any appropriate outside professional and service activities in a manner consistent with the professional and educational obligations of the institution.

7. Seek funding from appropriate public and private sources to support teaching, research, and service activities.

These professional responsibilities and expectations of faculty are intended to be in concert with other official policies, procedures, and documents of the academic unit, the Andrew Young School of Policy Studies, Georgia State University, the Georgia Board of Regents, and the State of Georgia. Other unit, school, or institutional policies, such as reporting procedures for faculty activities and accomplishments and evaluation procedures for performance and merit, contain more specific standards and expectations for faculty performance and behavior. This
document contains a general statement of responsibilities and expectations for all faculty with full-time appointments and, as applicable, with other than full-time appointments. This document may form the basis for identifying minimum standards of performance but is not intended, in and of itself, to establish measurable standards by which faculty performance is evaluated. (For standards applicable to promotion and tenure within the Andrew Young School of Policy Studies, see the Promotion and Tenure Manuals of the Andrew Young School of Policy Studies and those of the individual departments.) Unless otherwise specified in the terms of employment of faculty appointment, each faculty member in the school is expected to observe these guidelines.

I. TEACHING

Each faculty member is expected to perform instruction in his or her area(s) of expertise in accordance with current professional standards of the field. Specific teaching assignments and other instructional obligations are determined by the academic unit. Evaluation of instructional performance will also be carried out by the academic unit with procedures and standards set forth by the unit, the school, and the university.

As part of meeting the instructional obligation, each faculty member is expected to undertake the following:

1. Participate in curriculum development, assessment, and revision as needed to carry out individual teaching assignments as well as development of programs, courses of study, or other curriculum activities of the academic unit.

2. Prepare course syllabi and other course materials in accordance with current standards and requirements.

3. Meet and attend scheduled classes and other instructional assignments on a regular and timely basis in accordance with official schedules and institutional directives.

4. Maintain professional and personal relationships with students and others in accordance with all relevant policies and requirements of the university. Accord all students respect and impartial treatment.

5. Be available for consultation and advisement to students and others in a regular and timely manner.

6. Be available to guide, direct, and mentor students in specific academic and professional activities for fulfilling the strategic and instructional objectives of courses and programs.

7. Be available to serve on advisory committees and dissertation (thesis) committees, chair advisory committees or dissertation (thesis) committees, or to provide other assistance when appropriate requests for such service is made.
8. Take appropriate actions to maintain and improve pedagogical techniques and teaching abilities.

The number of three-semester hour course sections taught per academic year by a full-time faculty member is normally in the range of two to eight. The amount of credit associated with a course may be more than, equal to, or less than one depending on the size and type of course. In assigning specific courses to be taught, the chair of the academic unit will take into consideration the level and type of courses to be taught and the number of preparations involved-in addition to the research, service and other teaching workload of that faculty member. Significant activity, as determined by the chair of the academic unit, in research, preparing proposals for external funding, service, and/or student thesis advisement constitutes a workload equivalent to teaching a course. Faculty not engaged in any significant service or other teaching-related efforts or demonstrating significant research productivity in recent years would normally be assigned eight courses for an academic year. Faculty with significant research productivity and/or service activities would normally be assigned 4 courses. Course loads below this level are possible from course buyouts. The timing of buyouts must be approved by the chair of the academic unit, whose approval will depend on the teaching needs of the department.

II. RESEARCH

Each faculty member is expected to conduct research and publish or otherwise distribute results to further knowledge in the field. Specific types, amount and quality of research needed to meet standards for tenure, promotion, and merit are determined by the academic unit and the School. As part of the research obligation, each faculty member is expected to undertake the following research-related activities:

1. Engage in a program of research on a continuing basis appropriate to the individual’s faculty position and other faculty duties.

2. Disseminate results of meaningful research through publication and presentation in appropriate forums.

3. Be open to collaboration with other faculty, doctoral students, and others.

4. Seek funding from appropriate sources to support research activities.

5. Participate in research seminars and other organized research activities undertaken by the academic unit, school, or university, and other recognized academic and professional organizations promoting research in the field.

6. Observe accepted professional and ethical standards in conducting research and in undertaking appropriate publication and distribution of research.

III. SERVICE
Each faculty member is expected to engage in service activities that advance the objectives of the academic unit, the school, and the university. Service activities include: (1) performing duties and assignments internal to the institution; (2) undertaking service functions for academic, professional, and other organizations related to academic endeavors; (3) undertaking community service functions with public, charitable, and other community organizations; and (4) representing the institution in public forums. Specific types of service activities appropriate for tenure, promotion, and merit and those that are inappropriate are further identified by the academic unit, the school, and the university. Standards and procedures for evaluating performance of service activities are also identified by the academic unit, the school, and the university. Appropriate service-related activities include, but are not limited to:

1. Perform appropriate activities needed to carry out the administrative and faculty governance functions of the academic unit, the school, and the university.

2. Perform appropriate activities that achieve programmatic objectives as well as administrative and governance functions of academic, professional, and other organizations related to the academic field or higher education in general.

3. Engage in professional and community service activities that appropriately utilize a faculty member’s academic and professional expertise.

4. Engage in appropriate activities to recruit students and market the programs of the academic unit, the school, and the university.

5. Engage in appropriate activities to obtain grants, donations, and other external funding for the academic unit, the school, and the university.

IV. OUTSIDE ACTIVITIES

While a faculty appointment is viewed as a full-time position, each faculty member is permitted and encouraged to engage in outside activities appropriate for the faculty member’s academic and professional expertise. Such activities are expected to provide benefits to the faculty member and the institution by maintaining or enhancing his or her academic or professional standing. While appropriate outside activities are permitted and encouraged, the allowable time for such activities is restricted and permission is necessary to engage in such activities in accordance with relevant laws and policies of the school, the university, the Georgia Board of Regents, and the state of Georgia, as specified in the University’s Conflict-of-Interest Policy.

V. ACCESSIBILITY
A faculty member is expected to be reasonably available to those with whom he or she interacts in performing faculty activities. Although many faculty maintain irregular schedules and perform many activities away from the university, each faculty member is expected to conduct faculty activities where others may have reasonable access to the faculty member as well as to be available on campus as needed or deemed appropriate. As part of the professional obligations of faculty, each faculty member is expected to observe the following:

1. Keep the academic unit and others affected by the faculty member’s academic and professional activities informed with respect to the faculty member’s schedule, planned periods of absence, and the manner and place where the faculty member can be contacted.

2. Respond in a timely manner to communications and requests for information from students, other faculty, university administrators or staff, and others who contact the faculty member regarding university-related matters.

VI. ANNUAL REPORT

Each year the chair of each academic unit within the Andrew Young School of Policy Studies will report to the faculty of his/her unit the year’s workload distributions for his/her unit. This will normally occur at the Fall meeting of the academic unit.