

## Faculty Workload: Overview

Faculty workload generally refers to areas of responsibility to which a faculty member is assigned within their academic institution.

The three primary areas of responsibility that typically comprise a faculty member's workload include Teaching/Mentoring, Research/Creativity, and Service/Engagement, but a faculty member's workload may also include administrative work, clinical work, and/or extension-related activities.

The specific balance among these areas of responsibility will vary depending on the faculty member's category (tenure-track, tenured, non tenure-track, adjunct, etc.) as well as the faculty member's academic unit and role within that unit. Each full time faculty member is assigned a workload distribution that allocates a specific percent of their full-time 100% effort to each of the performance areas. A common workload distribution for a tenure-track faculty member, for example, is referred to as a "40-40-20 workload" which means 40% effort allocated to research/creativity, 40% effort assigned to teaching/mentoring, and 20% effort allocated to service/engagement.

The UM System policy on workload for tenured and tenure-track faculty is provided in [CRR310.080](#). The majority of tenure-track and tenured faculty have workload assignments in all three primary performance areas of Teaching/Mentoring, Research/Creativity, and Service/Engagement. A tenured or tenure-track faculty member serving in an administrative role such as department chair or associate dean will likely have a workload assignment that is reduced in the area of teaching or research, and with assigned percent effort shifted to the administration category.

The UM System policy on workload for full-time ranked, non-tenure track faculty (ranked NTT) is provided in [CRR310.035](#). Typically the assigned workload for ranked NTT faculty consists of one primary area, such as teaching, and one secondary area, often in service and professional activities related to the primary responsibility. Workload assignments for ranked NTT faculty are clearly distinguished from workload assignments for tenured and tenure-track faculty in that they do not include significant effort allocation to all three of the primary performance areas of Teaching/Mentoring, Research/Creativity, and Service/Engagement.

In addition to fulfilling their specifically assigned tasks in their areas, it is an expectation that faculty also attend faculty meetings, seek professional development, and engage in the life of the university,

In addition to the overall balance of assignments across performance areas, [CRR310.080](#) provides the UM System policy regarding the number of courses and student credit hours that tenure-track and tenured faculty members are expected to teach each semester and each academic year. Faculty should make themselves aware of these expectations and work closely with their department/division chair to clearly understand their assigned workload overall.