

WORKLOAD AGREEMENT

Procedure for Track Assignments for Tenured Faculty.

Department chairs, with approval of the dean, have the authority to determine faculty workloads. It is important that the chairs and the faculty work together to maximize each faculty member's contribution to the programs of the department and college.

1.	<p>Department chairs evaluate faculty members' performance for the past 5 years, in the areas of:</p> <ul style="list-style-type: none"> - Teaching, - Research, and - Service <p>and use these evaluations to identify the tracks for which a faculty member is qualified (at a minimum).</p>	<p>Chairs identify department needs for courses with respect to programs and student needs.</p> <p>Faculty members identify their desired track from among those for which they qualify.</p>
2.	<p>Chairs meet with each individual faculty member to review the Faculty Workload Policy, journal rankings, teaching and service performance measures and to discuss how the individual faculty member can best contribute to the department and college.</p>	
3.	<p>Faculty identify the program(s) or curriculum/curricula and students to which they wish to primarily be attached [doctoral, MBA, specialized masters, department's BBA major, BS, BA, BBA CBK, University Core Curriculum] and submit their choice of track assignment (for which they must be minimally qualified), to the department chair, with vita and other supporting materials, if needed.</p>	
4.	<p>For each tenured faculty member:</p>	
4.	<p>If department chair and faculty member agree, the assignment is made.</p>	<p>If department chair and faculty member do not agree, the faculty member's credentials and departmental needs will be re-examined and documented thoroughly. The department chair, however, makes the final decision, subject to the review and approval of the Dean.</p>
5.	<p>The department chair documents the track assignments and submits them to the Dean for approval.</p>	