

# Faculty Workload

The workload of each the full-time or part-time faculty should reflect the philosophy, mission, and goals of CHSU, including adequate time for the professional growth and carrier development of the individual faculty member. The leadership and administration of CHSU consider the available faculty time and their skills as its most important sources.

The university will therefore make sure that a conducive environment exists that should facilitate the faculty work, preserve the academic freedom, and promotes effective teamwork according to the institutional faculty workload policy. Faculty workload should include the total teaching load, available time for scholarly/research activities, and academic administration and/or clinical services.

During assignment of the teaching load to an individual faculty member, the nature of the department/discipline, mode of curriculum delivery and assessments, class size, review and updating of existing courses, development of new courses, administrative support, coordination of different departments with each other, supervision and counseling of students should be carefully considered.

Scholarly activities should be consistent with the carrier goals of the faculty, and include grant writing, laboratory-based and clinical research, abstract and/or oral presentations, and publications in peer reviewed or non-peer reviewed journals. These scholarship activities should aim for significant advances in new information and scientific knowledge. Scholarship workload must consider the existing intramural university funds, extra-mural grant opportunities, technical assistance, available laboratory bench space and/or clinical side space.

The active participation in academic and/or clinical services within the university is a core responsibility of each of the faculty. Faculty services to the nearby community and to the local, state, national and international governmental and non-governmental groups are in alignment with CHSU vision and mission. Faculty services on appropriate unit and university wide committees and participation in the related administrative tasks are essentially required for the effective functioning of the university, as well as for the personal carrier growth of the faculty.

Thus, the full workload for the faculty should be worked out, negotiated, and agreed upon after discussion between the concerned faculty and the respective Dean and departmental Chair as per requirement for that college/unit and the department. Workload percentage for teaching, scholarly/research activities, academic administration, and clinical service should be clearly mentioned in the hiring contract and these should be subsequently revised and agreed upon on an annual basis after discussion between faculty and the departmental Chair and Dean of the college.

It is understood that additional assignments (overload assignments) and responsibilities are sometimes required to meet the student demand and unforeseen situations and permit the timely completion of the teaching and/or scholarly projects. Overload assignments should be explained, discussed, and negotiated with each concerned faculty.