

# Guidelines for Determining Full-Time Faculty Workload Assignment

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Office of the Provost, Cleveland State University

## Responsibility Structure

Workload assignment for full-time faculty is the primary responsibility of the department chair or school director. The assignment is prepared as a recommendation from the chair/director to the dean for approval following a meeting with the faculty member. At this meeting, the chair/director will discuss the faculty member's faculty development plan for the upcoming year along with the faculty annual activities report and annual performance evaluation from the prior year.

In cases where faculty members are assigned a deviation from the standard workload as defined below, the chair/director consults with the dean to seek their concurrence of such deviation. Subsequently, the dean is responsible for informing the provost of such deviations. Further, in cases where deviations need the approval of the provost, as defined below, the dean is responsible for seeking such approval from the provost.

## Standard Workload

All faculty have a total workload of **30 credits per academic year**, divided among teaching, research/scholarship/creative activity (RSCA), university and professional service, clinical instruction, and administrative duties. The workload requirement for each full-time faculty member consists of the "standard" teaching, RSCA, and service, as described below, or an approved alternative.

	Teaching/Clinical Instruction	RSCA	Service	Administration
Tenured/Tenure-Track	18 (60%)	6 (20%)	6 (20%)	0
Clinical	21-24 (70-80%)	0-3 (0-10%)	6 (20%)	0
Lecturer	24 (80%)	0 (0%)	6 (20%)	0
Professor of Practice	24 (80%)	0 (0%)	6 (20%)	0

A deviation from a standard workload assignment consists of a combination of teaching, RSCA, service, clinical instruction, and administrative assignment that is equivalent to the standard workload (30 total credits). These deviations from standard workload entail increases and decreases in standard teaching, RSCA, service, clinical instruction, and administrative activities. ***Most full-time faculty members should expect to receive a standard workload assignment.***

The teaching needs of the school or department, as determined by the department chair or school director in consultation with the dean, will be a factor when considering teaching workload assignments.

Workload assignments for a given academic year will be primarily informed by faculty development plans for the upcoming year. Workload assignments will also be informed by

annual performance evaluations. Individual faculty members may be assigned a teaching workload assignment outside the standard to reflect an extraordinary level of RSCA commitment for the upcoming year (such as an exceptionally time-intensive grant proposal), time-intensive service assignment (see below), or an administrative assignment. Such a recommendation for deviation is made by the department chair or school director and must be approved by the dean.

## **Workload Assignments**

### **Teaching**

- The standard teaching assignment for non-clinical tenured/tenure-track faculty members will be 18 credit hours per academic year.
- The standard teaching assignment for clinical tenured/tenure-track faculty will be 21-24 credit hours per academic year.
- The standard teaching assignment for non-tenure-track faculty members (lecturers and professors or practice) will be 24 credit hours per academic year.

In departments/schools where the courses offered include courses that are not 3-credit courses, the standard teaching assignment for tenured faculty members can be 17-19 credits. The standard teaching assignment for tenure-track (probationary) faculty members is limited to 18 credits in all cases.

In departments/schools where the courses offered include several courses that are not 3-credit courses, the standard teaching assignment for non-tenure-track faculty members can be 23-25 credits.

While RSCA and service can be adjusted in increments other than three credits, reassignment of teaching workload should typically only be done when activities warrant a full course release.

Even considering reassignment and course buyouts, a recommendation from a chair/director for a full-time faculty member to be assigned a teaching allocation of fewer than 9 credits per academic year needs approval of the dean and provost.

Probationary tenure-track faculty members may be assigned fewer than 18 credit hours of teaching prior to receiving tenure, with the goal of enabling them to initiate a robust RSCA program.

Student supervision for projects such as Independent Study, Honors courses, Honors theses, independent capstone and senior design projects, master's projects and theses, and doctoral dissertations will be treated as teaching assignments.

### **Research/Scholarly/Creative Activity**

All tenured/tenure-track faculty members must have some time assigned in workload for RSCA (at least 5% or at least 2 credits), and they must show products from RSCA in their Faculty Annual Activity Report. These products must be evaluated in the annual performance evaluation.

Tenured/tenure-track faculty members who have received a "meets expectations" rating in the RSCA component of annual evaluations in each of the prior three academic years should expect

to be assigned the standard RSCA workload assignment of 6 credits for the subsequent academic year.

Tenured/tenure-track faculty members who have received a “does not meet expectations” rating in the RSCA component of annual evaluations in any of the prior three academic years should normally expect to be assigned a deviation from standard RSCA workload assignment for the subsequent academic year, with a reduction in the number of RSCA credits assigned.

For the purposes of determining RSCA productivity, manuscripts, drafts, and submissions may be considered so long as there is evidence of progress toward acceptance or publication. Such consideration should be in the context of promotion & tenure guidelines in the respective department or school.

Normally, non-tenure-track faculty (lecturers, professors of practice) and clinical faculty members are not assigned any time for RSCA. In exceptional cases, however, some NTT or clinical faculty members may be assigned some time for RSCA when such activities support the academic needs of the department/school, with the approval of the dean and provost.

### **Funded Student Supervision and Externally Funded Course Buyouts**

Faculty with grant activity requiring significant administrative oversight and supervision of funded doctoral students (e.g., NIH R01 research grants, NSF CAREER grants, etc.) or research staff may be assigned a deviation from standard RSCA workload allocation in order to make time for these activities, in addition to their grant-funded course buyouts.

Faculty may use external funding for course buyouts for up to 3 credits (one course) per semester using procedures defined by the Office of Research. During the workload planning meeting with the department chair or school director, faculty should indicate if they plan to use external funding for course buyouts. Any workload assignment for lab supervision or externally funded course buyouts requires approval of the department chair or school director, dean, and provost.

### **Service**

All faculty are expected to engage in service activities to support the university as well as to support their respective profession. Most faculty should expect to be assigned the standard service workload of 6 credits per academic year. Service can be both internal and external, with an emphasis on internal service activities (department, college, and university activities), including participation in shared governance.

Faculty members are expected to contribute to their discipline by participating in activities such as journal review, conference program committees, grant proposal review for funding agencies, accreditation, etc. When a faculty member expects such professional service activities to take up more than the standard assignment (20% of time for the year), the faculty member should discuss such activities with their department chair or school director to ensure that those activities are in line with the department/school's academic needs.

Part of the service obligation for Professors of Practice should include professional engagement with entities outside the university. Depending on the specific discipline of the faculty member, this engagement may entail working with corporations, government agencies, non-profit organizations, etc. When a faculty member expects such professional service activities to take up more than the standard assignment (20% of time for the year), the faculty member should discuss such activities with their department chair or school director to ensure that those activities are consistent with the department/school's academic needs.

### **Clinical Instruction**

For the purposes of workload assignment, clinical instruction will be treated in the same manner as teaching.

### **Administration**

In some cases, a department chair or school director may deem it necessary to assign some portion of workload for a full-time faculty member to engage in administrative duties including, but not limited to, program direction, accreditation oversight, etc. When such administrative workload assignment exceeds 5% of the total workload assignment, those duties must be evaluated in the annual performance evaluation at the end of the academic year.