PRINCIPLES IN THE STANDARDIZATION OF FACULTY
WORK LOADS

1. The faculty of a public university has obligations for teaching, conducting research and for service, both on and off the campus. While no individual member of the faculty must excel in each, academic units as a school or college or academic department must have balanced programs involving contributions for all three areas of activity.

2. Since the public has a right to expect a full week's work for a full week's pay, the faculty recognizes the establishment of a work week consisting of 12 contact hours or equivalent, with the basic unit defined as standard undergraduate course involving 25 or fewer students meeting three class hours per week. Thus the 12 hour contact hour work week can be conceived of as consisting of 4 such standard courses or equivalent.

3. An alternative conceptualization of the standard work week would be of 40 units, with a standard undergraduate class of 25 or fewer students meeting for three class hours per week computed at 10 units. Four such units would generate the standard work load of 40 units per week.

4. Equalization of heterogeneous course demands found on the campus of a full service university requires a reconciliation of the following dimensions:
   a. Newness of materials covered
   b. Intensity of the student demand on the professor
   c. Heterogeneity of class composition
   d. Number of students enrolled (significantly different from 25)
   e. Number of credits given for the course
   f. Duration of the course (most being standardized to the semester)

We recognize that actual enrollments are also partially determined by character and location of classroom facilities, time of day, day of week, and other conditions not constituent to the class itself.

5. Equivalencies for the 10 units for the standard course may be granted for research and/or for service, both on and off campus.

6. The fundamental unit for the administrations of the programs of the university is the academic department.

7. Within the program of the department, a particular under-enrolled course may be averaged against an over-enrolled course without implying a sub-standard teaching load for any individual faculty member. The departmental average is the critical statistical unit in determining the efficacy of course equivalencies.

8. With explicit agreement by the dean, a department may authorize an individual to accumulate an average of 10 units in any semester (up to 20 units in an academic year) to be balanced by half-time summer service for each 10 units accumulated.
9. To facilitate innovations in the teaching program, the dean of a school or college may, if he is satisfied that the program in the petitioning department will not suffer, authorize additional units in particular instances so that either more than one person may achieve full credit for the course or a particular course could be considered up to 20 units (half a work load). Further, the dean may authorize a department to assign up to 10 units to an individual planning a significant teaching innovation in a course to be offered at the next regular semester.

10. The following suggested list of equivalencies for classroom teaching and campus service are to be used as the basis for program assignment and evaluation in the 1972-73 academic year. Excessive demands on the faculty required to meet existing teaching programs may properly become documentation for requests for additional faculty. It is recognized that the heterogeneity of experience among the several schools and colleges and among the many academic departments may suggest lesser modification and refinement of this schedule.

**Teaching Schedule**

- Undergraduate class of 25 students or less: 15 units
- Undergraduate class exceeding 25 students: 10 units
- Undergraduate class involving supervision of TA's or other assistance: 15 units
- Graduate seminars and courses: 15 units
- Independent reading and thesis supervision or field work: 2 units per student

**Departmental Service**

- Chairman, less than 10 FTE faculty: 10 units
- Chairman, 10 FTE faculty or more: 10 units
- Chairman, department committee (per negotiation w/dean): 10 units

**Service Above Departmental**

- College level service (per negotiation w/dean)
- Chairman, University Committee: 10 units
- Member, University Committee: 10 units
- Chairman, Divisional Committee: 10 units
- Member, Divisional Committee: 5 units
- Chairman, Search & Screen Committee or task force: 10 units
- Others, as recommended by University Committee: 10 units

Research and Community Service may be authorized by the dean in amounts generated by (a) the character of the letter of offer; (b) release through grant or other support; (c) programmatic release via departmental procedures. Because of the responsibility the university has for research, it is expected that a department will have an average of 10 units per tenured or tenure-track faculty member for this purpose.

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UWM FAC. DOC. NO. 723, MAY 11, 1972
11. The University Committee shall appoint a task force which shall assist departments in the implementation of this document; shall collate their several experiences and shall submit a recommendation to the Senate based on their review no later than the April 1973 meeting of the Senate. They shall hold at least one meeting of the Faculty Forum to learn of individual experiences and suggestions for improving the standardization of work loads.

Ad hoc Committee on Faculty Workload

Wilder Crane
Richard Dittman
Roy Francis, Chairman
Walter Garvey
Ronald Lingren
Richard Peltz
Howard Schroedter