I. Introduction

The purpose of The Belk College of Business workload policy is to equalize the work load among faculty enabling them to concentrate their efforts in the areas of their greatest strengths and interests. An essential feature is that the policy offers teaching and research variability, i.e., the workload profile may vary across faculty members. Although the mix of activities and responsibilities for each faculty member may vary, this policy is designed to ensure that each member of the College faculty is making his or her fair contribution to achieve the mission of the University, College, and the respective Department.

An annual performance evaluation of each faculty member is conducted by the respective Department Chair at the end of the Spring semester and a written evaluation is made available to each faculty member in May. The annual evaluation presents an assessment of the performance of each faculty member relative to the expectations for the faculty member’s workload profile. Performance standards are expected to be consistent across Departments for each workload option. Moreover, salary improvements are based on the performance expectations within each workload option and are expected to be consistent across departments. Departments should work in consultation with each other to ensure consistency, but ultimately the responsibility for consistency lies with the College administration.

The workload policy of The Belk College of Business consists of three profiles (referred to as “options”). The three workload options are outlined below.

Irrespective of a faculty member’s workload option, every faculty member should:

- Maintain academic or professional qualification as outlined in the College Policy Statement on Academic and Professional Qualification.
- Make his or her fair contribution to the service load of the Department, College, University, his or her profession and/or community at large.
- Meet the standards for teaching quality established by The Belk College of Business.
II. Workload Options

1. Research Option

The expectations for faculty members assigned to this option are for consistent publications of original academic research in top-quality, peer-reviewed journals along with other relevant professional development activities. Senior faculty members on this option are expected to be mentors and provide leadership in research. The teaching load for faculty on this option has been decreasing over time. As resources become available, further reductions in the teaching load will be made to allow a stronger research focus.

2. Balanced Option

A faculty member assigned to this option teaches the equivalent of one and a half times the teaching load of faculty on the research workload option. The expectation under this option is for consistent publication of quality academic research in peer-reviewed journals along with other relevant professional development activities.

3. Teaching Option

A faculty member assigned to this option teaches the equivalent of two times the teaching load of faculty on the research workload option. Faculty on this option should pursue innovations in teaching methods and contribute to the curriculum. Further, faculty should assume responsibility for exploring advances in teaching technology and disseminate this information among the faculty. Faculty members on this option are expected to publish academic research to at least the extent needed to maintain Academic Qualification, as well as engage in professional activities.

4. Endowed Chairs and Distinguished Professors

Faculty members holding Endowed Chairs or Distinguished Professorships are assumed to be on the research option (unless their contract at the time of hiring states otherwise).

III. Assignment of a Workload Option

1. In The Belk College of Business, there are faculty members on each of the three workload options. This document is intended to make more explicit the workload requirements within each option so that the overall workload of individual faculty can be fairly allocated across options.

2. If a faculty member’s performance does not meet the expectations of the assigned workload option, this will be noted in the annual review. If faculty members do not meet the expectations for their workload option over a sustained period, they will be reassigned to a more appropriate workload option.
3. The assignment of a workload profile for any member of the faculty may be constrained by the teaching, research, and service needs of the respective Department, the College, and the University.

IV. Additional Points Related to Workload Policy

1. The number of courses to be taught under a workload option assumes an average course and is therefore only a guideline; the actual number of courses taught by a faculty member over an academic year may diverge from this guideline. In assigning a course load to faculty members, department chairs will take a number of factors into consideration, including number of preparations, level of the courses (undergraduate, masters, or PhD), level of difficulty (e.g. basic vs. elective), the number of dissertations and theses directed, number of students, etc. These factors determine the effort a faculty member expends on teaching and may result in course assignments different from the general guideline.

2. All newly appointed tenure-track faculty are expected to conduct and publish academic research that enables them to remain on the research option. Tenure and promotion to associate professor are highly unlikely for anyone who does not have the promise to continue on the research track. The balanced and teaching options are available only to faculty members with permanent tenure or non-tenure track faculty.

3. Tenure-track faculty members who are not recommended for reappointment or tenure and promotion to associate professor will be on the balanced workload option during their terminal year at The Belk College of Business.

4. Course buy-outs from grants are contingent on College and Department resources. Also, workload alterations across semesters, with the same number of courses per academic year (e.g., 3/1 load), will be considered.

5. All workload decisions are subject to review by the Dean’s Office.

6. Per week, faculty members on the teaching option should maintain a minimum of five (5) office hours; those on the balanced option should maintain four (4) office hours; and those on the research option should maintain three (3) office hours.

7. IMPORTANT CAVEAT: Every effort will be made to assign faculty members the course load designated for their workload option. However, unusual circumstances may dictate an alteration in the number of courses taught. In such cases adjustments in research expectations will be made accordingly.