

## **University Policy 5.01.06**

## **Faculty Workloads**

**Policy Approval Date: November 9, 2012**

**Policy Effective Date: January 1, 2013**

**Procedure Approval Date: December 3, 2012**

**Procedure Effective Date: January 1, 2013**

### **POLICY STATEMENT**

To ensure reasonable and equitable faculty workloads that align with its mission and values, Capella University determines faculty workload guidelines in accordance with academic principles, regulatory and accreditation organization rules, Capella's Human Resources department processes, and the goals and needs of each school. While Capella recognizes the diverse expectations regarding faculty workloads across schools and programs, each school must implement faculty workloads that are consistent with these guidelines and provide rationale for any exceptions. Capella University's Office of the President is responsible for administering this policy and its procedures.

### **RATIONALE**

The purpose of this policy is to clearly state Capella University's commitment to assigning reasonable and equitable faculty workloads that are in alignment with its mission and values and in compliance with appropriate criteria, including those established by local, state, and national accreditation organizations.

### **DEFINITIONS**

#### Faculty

Faculty refers collectively to each of the types of faculty defined below:

#### Full-Time Faculty

Full-time faculty hold 12-month, exempted-salary positions. Primary responsibilities include teaching, doctoral mentoring, curriculum and course development, school and university governance, professional service and practice, leadership through team engagement, and research and scholarship.

#### Part-Time Faculty

Part-time faculty positions are part-time, 12-month, exempted-salary positions. A part-time workload generally equates to an average of fewer than 36 hours per work week. Part-time faculty are paid on a variable, activity-based model. Primary responsibilities include teaching, mentoring, and curriculum and committee work.

#### Adjunct Faculty

Adjunct faculty are employees and are assigned work activities on an as-needed basis, according to their availability, external commitments, and the organization's need in a given quarter. Adjunct faculty are paid on a fully variable, activity-based model.

### Provisional Faculty

Provisional faculty are independent contractors and are assigned part-time or full-time activities on a quarter-by-quarter basis. Provisional faculty can work a maximum of three quarters within two calendar years. A provisional faculty member can also teach a maximum of five courses within two calendar years.

## **PROCEDURES**

- I. Governance: Oversight and Accountability
  - A. Capella University's president has overall responsibility for:
    - 1. Development and oversight of university-wide faculty workload criteria
    - 2. Ensuring compliance with faculty workload policy and procedure
  - B. Human Resources (HR) has overall responsibility for:
    - 1. Implementing each school's approved faculty workload plan
    - 2. Ensuring compliance with faculty hiring procedures and practices
  - C. School leadership has overall responsibility for:
    - 1. Development and oversight of school and program faculty workload criteria
    - 2. Ensuring school compliance with faculty workload policy and procedure

## **POLICY OWNER**

Academic Owner: President

Operations Owner: Provost, Associate Deans

## **RELATED DOCUMENTS**

University policy 5.01.01 Selection of Faculty Members

## **REVISION HISTORY**

Original Policy Approval Date: 11-9-2012

Administrative edits as result of ongoing review: 2-22-10; 7-1-18; 5-23-19; 7-1-24; 4-1-25

Formerly university policy 03.23 Faculty Workloads