Faculty Personnel Policy Committee

Memorandum

TO:	Figen Mekik, Chair, UAS/ECS Tonya Parker, Vice-Chair, UAS/ECS
FROM:	Kurt Ellenberger, Chair, FPPC
DATE:	April 1, 2013
SUBJECT:	FPPC MEMO Charge #3: FH 3.01.F Baseline Expectations "Workload Planning"
CC:	Tom Butcher, University Counsel Jon Jellema, Associate Vice President for Academic Affairs FPPC

Please find attached FPPC's additional recommendations regarding the language for Baseline Expectations in the Faculty Handbook along with accompanying rationale.

Sincerely,

Kurt

Faculty Handbook

3.01.E~~F~~ Workload Planning
As part of the Faculty Activity Reports (FAR) completed annually each faculty member is expected to establish an annual Workload Plan ~~containing both baseline and significant focus expectations~~ [1] for the next year. The Workload Plan will be made available to the [2] faculty of each unit ~~will review these plans according to the same procedures~~ as described in 3.02 in order to secure adequate information for proper allocation of unit and college resources and for appropriate programs of faculty development. The unit head will sign the ~~w~~Workload ~~p~~Plan to confirm ~~indicate~~ that the workload plan has been made available to the unit ~~unit review has been completed~~ and will indicate whether the Plan is consistent with unit and college expectations.[3] The Faculty Activity Report for any given year will have appended to it the Workload Plan which anticipates the current FAR and these together will be forwarded to the dean. The Workload Plan may be revised as necessary in consultation with the unit head. The policy for extending probationary appointments by pausing the tenure clock can be found in the Administrative Manual, Chapter 4, Section 2.7.2.

3.02.B. Faculty Activity Reports and Workload Plan
Annually, each faculty member will prepare a Faculty Activity Report (FAR) for the preceding year and the Workload Plan for the next year, addressing how his/her activities and achievements comply with the general expectations of the unit, college/school, and the university. The Faculty Activity Reports and Workload Plans will be reviewed by the unit head and the dean of the college/school (or by a designee of the dean) for consistency with unit and college/school expectations and be made available to the unit faculty members.

Rationale:

1. In order to be consistent with the approved language changes, the word “baseline” needs to be deleted. Given the approved changes to this section, FPPC thought it was clear that the Workload Plan contains the significant focus.

2. FPPC thought that the term “review” was too strong given what actually occurs in this process, and preferred a more passive wording.

3. FPPC noted that there has been ongoing discussion about what the unit head signature on the Workload Plan actually means–does it simply mean that he/she has “received it in good order”? Or does it imply “approval” by the unit head? (In which case, what procedure then follows if the unit head “disapproves” of the Workload Plan?) FPPC discussed this question and recommended this more neutral text which calls for “consistency with unit and college expectations.”