

College of Arts and Sciences

Addendum to College Teaching Assignment Guidelines

A department may propose its own policy for teaching and faculty workload assignments, which must adhere to the UNCG Faculty Workload Guidelines (April 2, 2002) and must be approved by the Dean, after consultation with the College Budget & Planning Committee. Faculty assignments must maintain continued departmental productivity, as defined by periodic agreements between the Department Head and the Dean. All policies must ensure:

- Equity in overall workloads among faculty with different allocations of time to teaching, research, service, outreach, and other obligations to the Department, College, University and profession.
- Equity in eligibility for salary increases for faculty with different patterns of contribution, based on the Department's procedures for merit assessment.
- Equal promotion opportunities for Associate Professors with different profiles, consistent with the College Promotion and Tenure Guidelines.

Individual assignments may be recorded using the UNCG Faculty Workload Form (modified if necessary) or by more informal understandings. Any individual faculty member may elect to have his/her assignment formally recorded for future merit, promotion, and other decisions. The Head will make an annual report to the Dean identifying the distribution of work among the department faculty.

Approved by College Assembly, December 9, 2002