



ACADEMIC WORKLOAD POLICY

PURPOSE

As faculty are among the most important and consequential resources of any university, it is the policy of the University to maximize the efficient use of our teaching, research, and service resources and to ensure effective and efficient workload. Academic workload requirements are governed by Collectively Bargained Agreements (CBAs) between the University and its Faculty unions.

The overall purpose of this SOP is to ensure:

- Faculty workloads (Full time and Adjunct) are processed in a timely manner and accurately depict course values and related compensation.
- Compliance with LIU policies and contracts for Faculty workload.

STATEMENT OF POLICY

LIU academic faculty are required, by contractual agreement, to deliver a required amount of instructional time/courses to LIU students each semester and each year. Faculty are compensated based upon delivery of such a full workload to students, while also considering related factors such course nature/assignment (based upon the time commitment value of each course), course release time (for faculty performing other duties) and review/approval of appeals for unique situations. Coordination between multiple divisions within LIU (HR, Finance, Registrar, and Academic Affairs) is required to facilitate accurate and timely processing and monitoring of academic workload and to ensure sufficient academic instruction is delivered to LIU students by full time faculty.

It is the University's policy to ensure effective management and fulfillment of Academic workload among the following functions and responsibilities:

- **Deans** –Maintain primarily responsibility for ensuring all Faculty are provided with full workload and/or approved releases in accordance with CBA requirements. Approve workloads submitted by Workload Coordinators & Department Chairpersons; work to resolve identified issues for individual faculty members; provide additional feedback as necessary.
- **Academic Affairs** –Communicate issue to deans as identified; approve all requested release time and workload appeals; provide additional feedback as necessary.
- **Workload Coordinators & Department Chairpersons**-Perform initial assignment of full-time faculty to courses/course sections; request adjunct professors when all full-time faculty are fully loaded.
- **Office of the CFO**-Guide all financial aspects of the academic workload process; interfaces with senior leadership where appropriate.
- **Budget Office**-Overall process owner and manager; provide reporting to all key constituents.

- **Registrar**-Update and maintain the course schedule/listing, enrollment in those courses, and related credit values assigned to each course.
- **Human Resources**-Review and provide approval for all requested release time, sabbaticals, and leaves of absence; approve hiring of full-time and adjunct faculty.
- **Payroll**-Pay compensation to full-time faculty based upon information in the Workload System; adjust compensation when faculty are confirmed to be under-loaded, as per the CBA.

PROCEDURES

For Standard Operating Procedures and procedural expectations associated with this Policy, refer to:

[Long Island University Standard Operating Procedure- Faculty Workload \(SOP LIU F-B-1004\)](#)

POLICY TYPE: FINANCE