TO: Executive Committee  
FROM: The Committee on Research  
SUBJECT: 18-19 CR 1: Summary of College responses regarding Faculty Workload  
PURPOSE: Information to the Executive Committee and the Academic Senate

BACKGROUND:

This document is the product of the 2017-2018 Committee on Research. Since it did not reach the Academic Senate for review and consideration, the 2018-2019 Committee on Research is re-submitting it as an information item.

In response to the Faculty Workload Task Force Report and the Provost’s memo regarding the Task Force recommendations, the Academic Senate Executive Committee has charged the Committee on Research (CR) with collecting more information on how colleges support faculty in research and creative activities (see 5.b).

The Committee on Research (CR) contacted each Dean to provide CR with the college policy on Faculty Workload for the 2018-2019 academic year. The committee also included three specific questions (Questions 2 to 4) for colleges without an existing policy.

SUMMARY AND RECOMMENDATIONS:

All Deans responded to the CR request. Three out of four colleges and library do not have formal policies regarding faculty workload. However, they do provide varying levels of additional support and resources for initiatives and research or professional activities. Only one of the four colleges and library has a workload policy about faculty compensation for supervisory courses.

All colleges rely on internal resources that are available to all faculty, including reduced teaching load for new tenure track faculty, Faculty Support Grants, A2E2, and others. Some colleges encourage their faculty to apply for external grants to support their research and scholarship.

The committee recommends that all colleges and the library have a formal, clear policy on faculty workload that is publicly available.

The committee recommends that faculty be compensated for supervisory courses according to the course workload factor.
ANSWERS TO QUESTIONS:

Question 1:

Could please forward to CR your college policy on Faculty Workload for the 2018-2019 academic year? If you do not have formal policy, could you please explain how you help support faculty research, scholarship, and creative activities (Questions 2 to 4)?

CLASS:
CLASS has no formal policy. However, the Dean noted, they generally support faculty in both teaching and research as much as budget will allow.

CBE:
CBE’s faculty support policies are posted at:
http://www.csueastbay.edu/cbe/faculty-and-staff/documents-forms.html
Under the section “FACULTY QUALIFICATION & SUPPORT (FROM WINTER QUARTER 2016),” there are seven bullet points. The 3rd, 5th, 6th, and 7th are all regarding faculty support. Policies are attached.

LIBRARY:
The library has no formal policy, although they do provide startup research/professional development funds, usually $3,000, to new hires. The library also offers a reduced teaching load for Tenure Track library faculty, and additional professional development funding to all library faculty.

CSCI:
The College of Science has a formal policy, which is included in the attached document. Additionally, the college provides the following initiatives:

1. Start-up: All new faculty receive a minimum of $5,000 when hired to purchase a computer and provide some basic support for establishing their research program. For faculty that have specialized equipment needs these start-up packages will be greater, and in some exceptional cases have exceeded $100,000.

2. Travel: The college allocates $2,000 per TT faculty each year to departments to support faculty travel.

3. Professional Development: Each department is allocated funding each year to support faculty professional development. Departments can use these funds to purchase specialized research equipment, supplies, additional travel, or for other research related activities.

4. Faculty Awards: The college now offers two cycles per year of Collaborative Research Awards. These are a total of $10,000 each that may be divided among several applicants to support faculty research. The college has recently received a commitment to establish an endowment for these awards which would increase the total funding to $60,000/year. The college also gives our Spitzer Faculty Excellence Award each year which comes with $5,000 or equivalent assigned time to support faculty research. The department of computer science has the Valdavinos-Carr award with a similar pay out.

5. Research Space: The college strives to provide appropriate space for all faculty to pursue their scholarly projects. This year the college completed a 5,500 soft renovation in the science building to create a Molecular Research Laboratory and an Environmental Analysis Laboratory as well as a space to support field research. This project was funded in part by the S.D. Bechtel Foundation. Last year the college completed a major renovation of our animal care facility that supports biological and psychology research as well as major renovations of a chemistry and a physics laboratory and technology investments in an Engineering laboratory. The college is aggressively pursuing external funding to construct an
Applied Science Center that would have a focus on student and faculty research. We have already received a commitment of $15M for this initiative.

**CEAS:**
CEAS does not have a formal workload policy. However, the Council of Chairs has discussed semester-based workload for 2018-19 for the past two years in anticipation of the move to semesters in fall 2018.

Chairs for each department complete a shared Google template for faculty workload that the Associate Dean and several College business administrators oversee to make sure that all TT faculty have the required semester workload of 12 units per semester.

**Question 2:**
If you do not have formal policy, could you please explain how you help support faculty research, scholarship, and creative activities? In particular:

Are faculty compensated as part of their instructional load for supervisory courses such as theses, projects, independent studies? If so, how does this translate to WTU or other resources? Are there any restrictions on compensating faculty?

**CLASS:**
CLASS does not compensate faculty for supervisory instruction, primarily because the college has not found a way to allocate load in small increments that align with a general pattern in which many faculty each do a small amount of supervisory instruction that does not equal a course release.

**LIBRARY:**
Generally, library faculty do not teach supervisory classes. On occasion, when a library faculty does do an independent study, the workload is adjusted on a case-by-case basis.

**CEAS:**
Most TT faculty are not compensated for theses or projects; however, the faculty coordinator for Educational Technology receives some units for teaching an online project course. No faculty are compensated for independent studies.

**Question 3:**
Are faculty eligible for reduced instructional load in exchange for productivity in professional achievement, including publications, proposals, research and other creative activities? If so, how does this translate to WTU or other resources?

**CLASS:**
CLASS faculty are not eligible for reduced instructional load in exchange for productivity in professional achievement.

**LIBRARY:**
The Dean of the Library emphasized that all library faculty are expected to be active in the profession. Library faculty assignments and teaching loads are not modified based on their level of scholarly productivity.

**CEAS:**
CEAS does not award reduced instructional WTUs for publications. However, faculty are supported in the following ways:
Three TT faculty in the Department of Kinesiology are part of the Kinesiology Research Group (KRG) and have received 4 quarter-based WTUs annually for publication.

A faculty member receives 2 quarter-based units as a special assignment from the Dean to meet with TT faculty to help with research and publications and to support cross-disciplinary research. The Dean also meets with this group.

All faculty who teach in the doctoral program are assigned an enhanced workload equal to 50% of the course units to keep abreast of research in the field and as a requirement of WASC for Ed.D. programs.

**Question 4:**

Do you have support for faculty research (such as a research incentive fund) for faculty travel to conferences, equipment, supplies, software, etc.?

**CLASS:**
CLASS funds faculty generously for travel to present at conferences, etc., or for travel to conduct research. Nearly every bona fide request is funded at some level.

CLASS also offers, from time to time, special initiatives for summer stipends for research, or for course development. Faculty are invited to apply for equipment funding through both EREE funds and College funds each year.

Additionally, many CLASS faculty are funded through either A2E2 funds or other special initiatives in ways that enhance instruction while simultaneously giving faculty opportunities to enhance their own professional creativity activities.

**LIBRARY:**
The library provides professional development funding to the library faculty each year based on the library budget. The faculty determine how to allocate the funds to individual library faculty. For the last two years, the library has also provided a small fund to support research that can be used for surveys, data analysis, etc... The library faculty make proposals for use of this fund, and their peers determine which proposal is funded.

**CEAS:**
All faculty receive $1,500 per year to travel to conferences or for professional development expenses (books, travel for facilitating a session, travel for an organizational board meeting, etc.)

Faculty who have research grants are allocated space in the College.

CEAS encourages TT faculty to apply for CSU East Bay research funds, equipment or software to support publications or research each year. They can apply for A2E2 funds or Faculty Support Grants.

CEAS encourages faculty to apply for research grants and support for travel to conferences or workshops when travel funds may have been exhausted.