

## Faculty Workload Reassignment

Faculty are responsible for 12 credits of instruction each semester or 24 credits per academic year. Graduate faculty are responsible for 9 credits of instruction per semester or 18 credits per academic year. Faculty may be reassigned to other work responsibilities in lieu of regular classroom instruction as determined by department need and as approved by the Dean.

In cases where faculty are reassigned from regular instruction, the following guidelines apply:

1. Generally, reassignment will be provided for substantive leadership responsibilities other than department chair—and positions that cannot be covered by regular service responsibilities. Reassignment should not be given for programming (e.g. planning guest speakers, etc.).
2. Reassignment positions should not exceed .5 workload (other than for a department chair). Any exceptions to this guideline will be temporary and require approval of the dean.
3. Reassigned duties should be evaluated regularly (a minimum of once every 2 years) and evaluations should be included in the faculty member's retention, tenure, promotion, merit, and post-tenure review processes.
4. For ongoing reassignment positions, the department will provide a job description to the CLS Dean's Office that includes a title and explanation of all duties associated with the reassignment.
  - a. The dean must approve the description *prior to the start* of any reassignment.
  - b. Job descriptions for ongoing leadership positions should be included in department bylaws.
5. On occasions when the Dean's Office (in consultation with the department chair) determines temporary and/or alternate work assignments are needed for a faculty member, job descriptions and inclusion in the bylaws are not required from the department.
6. Faculty may be provided with a one-course reassignment for scholarship. This scholarship reassignment should rotate among tenure line faculty within a department. The number of scholarship reassignments provided in any semester/academic year will need to be negotiated with and approved by the dean.

## Grant Submissions

1. Letters of support (for internal grants and proposals requiring the Dean's approval):
  - a. Faculty requesting a letter of support from the dean for UW-L grants must submit completed grant applications (i.e. a Digital Measures report) electronically to [clsdeansoffice@uwlax.edu](mailto:clsdeansoffice@uwlax.edu). All internal grants need to be uploaded to Digital Measures.
  - b. The Dean will require **10-14 working days** to produce a letter of support for any internal grant (e.g. applications for faculty-led study tours). The Dean will require **5 business days** to read and forward a grant (e.g. IDF grants).

2. Signatures:

- a. Faculty requiring the dean's signature on a grant transmittal form must provide the dean's office **5 business days** to read the grant proposal and to sign the transmittal form. Grant transmittal forms and supporting materials must be submitted to the CLS Dean's Office as a hard copy. The faculty member must include a note with due dates with the grant forms.
- b. PIs are responsible for picking up copies of any letter or signed materials from the CLS Dean's Office. We will not submit any documentation on behalf of a PI.
- c. The Dean will require **10-14 working days** to produce a letter of support for any external grant.