

Code: A-006  
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Approved: Doug Sweetland

## **SOUTHWEST MINNESOTA STATE UNIVERSITY**

### **POLICY**

#### **FACULTY WORKLOAD DOCUMENTATION**

##### **General Information**

It is necessary to document any duties outside “normal” teaching assignments to assure that expectations are clear to all. Teaching assignments are monitored separately.

##### **Policy**

1. The appropriate supervisor, typically an Academic Dean or Provost, will develop a written description in every instance of faculty reassigned time or non department chair extra duty days or assignments. The document will include a general description of the duties, the expected result(s), the general methods to be employed, and the amount of effort to be expended.
2. The supervisor will share a copy of this description with the faculty member prior to commencing the services. Modifications to this description can be made based upon this discussion. The faculty member and her/his supervisor will sign and date a document containing the agreed upon description.
3. A copy of the description will be placed in the personnel file of the employee who received release time or non-department chair extra duty days or assignments.