

**University of Wisconsin - Parkside
Department of Business Reassigned Time Policy:
Guidelines for Administration Decisions - Adopted April 29, 2015**

1 Basis

1.1 Purpose

This document provides guidelines for the reassignment of instructional time for the University of Wisconsin-Parkside (UW-P) Department of Business (DOB) faculty and Instructional Academic Staff (IAS).

1.2 UW System and UW-P Policy Teaching Load Expectations and Guidelines

Any course reassign time (RT) must be approved in advance by the UW-P Office of the Provost. The Office of the Dean of the College of Business, Economics, and Computing (CBEC) plays a pivotal role in documenting, recording, and developing DOB RT recommendations to assist the Office of the Provost.

The teaching expectation for DOB faculty is 24 credit hours per year of teaching, which is based upon expectations of contributions to the University's mission of creative activity and service.

The teaching expectation for DOB IAS is 30 credit hours, which does not require the faculty expectations associated with service and creative activity.

1.3 Principles Guiding Implementation of DOB RT

- The DOB plays an important role as the only AACSB business school in the Southeast Region of Wisconsin situated along a corridor between Chicago and Milwaukee, which remains a vital region driving Wisconsin's economic growth. Hence, the RT guidelines put a priority on high impact activities which encourage maintenance of the AACSB accredited status of the DOB, a globally recognized measure of the quality of UW-P's business program.
- Faculty or IAS members of the DOB must maintain their status as "Participating" (using the AACSB based DOB policy criteria) as a necessary condition to receive any RT consideration.
- Maximum RT for faculty or IAS is limited to 6 credits per academic year.
- The RT assigned to the DOB Chair will be determined by the Office of the Provost.
- Given that any course RT must be approved by the Office of the Provost, the DOB urges the Office of the Dean of CBEC to use this document's guidelines with respect to its role for the annual DOB RT decisions made by the Office of the Provost. Furthermore, the DOB understands that final RT decisions are not bound by this

document's guidelines. The framework of this policy, approved by DOB faculty and IAS members, is structured so that DOB RT decisions will neither require nor involve DOB Executive Committee participation or deliberations.

- The Office of the Dean of CBEC, in consultation with the Office of the Provost, will formally determine and announce to DOB members an annual calendar of key dates and protocol for the DOB RT decision process. The calendar will provide DOB RT decision dates and deadlines that take into account that departments now construct class schedules a year in advance. Furthermore, the annual DOB RT decision date should consider student enrollment deadlines, so as not to impede their planning progress toward graduation.

1.4 Two Tier System

This policy divides activities of the DOB faculty and IAS into two tiers.

The first tier represents high impact activities that support the AACSB mission of the DOB. These activities are clearly measurable using the AACSB based DOB policy definitions. The Office of the Dean of CBEC is solely responsible for all of the administration tasks associated with considering faculty and IAS productivity to determine and verify their AACSB qualifications in conjunction with the DOB policies. Those designations are central to the Tier 1 RT recommendations. The Tier 1 list of activities should be considered as additive, but their sum may not exceed the 6 credit hour maximum per academic year. The DOB recommends that Tier 1 activities receive higher priority than Tier 2 activities, understanding any course RT decisions for either faculty or IAS DOB members are ultimately based upon criteria determined by the Office of the Provost.

The second tier represents teaching and service activities as defined in the UW-P Senate document approved May 22, 2014 entitled "Faculty Workload Policy Principals" concerning RT consideration. Citations from this document concerning activities associated with teaching and service form the basis for the second tier DOB activities listed in Section 2.2. Either faculty or IAS may use Tier 2 to request additional RT. Requests by individuals should be made directly to the Office of the Dean of CBEC. These requests will not be judged, ranked, nor reviewed in any manner by the DOB Executive Committee. Finally, Tier 2 requests should receive a lower priority than the high impact, AACSB based activities listed under Tier 1.

2 Two Tier System

2.1 Tier 1 – Three Additive Components A, B, and C

A. Faculty or IAS who are designated as "Scholarly Active" as defined by DOB policy will receive 3 credit RT per academic year.

Reasoning → The Scholarly Active status of the faculty for a school of business is the cornerstone of AACSB accreditation. As practiced by all five of the other University of

Wisconsin Comprehensive AACSB business schools, Scholarly Active status provides 3 to 6 credits of RT. Those business schools, who have the same expected teaching loads and UW system RT guidelines as UW-P, understand the importance of an individual's research activities to maintain the AACSB Scholarly Active status is higher and more explicit than the expectations for faculty to maintain their 24 teaching load or for IAS to maintain their 30 credit load. Hence, the 3 credit of RT is a key incentive and component of the DOB's accreditation. In fact, the 3 credit reduction for being Scholarly Active, is identical to the existing policy using the older, but equivalent designation of "Academically Qualified". Discontinuation of the current 3 credit RT policy for Scholarly Active status would clearly and immediately put us at disadvantage compared to the all of the other UW AACSB Comprehensive Universities and most other AACSB schools nationwide, and additionally, risks a significant long term impact to the UW-P business school.

B. Scholarly Active (using the DOB policy criteria) faculty or Scholarly Active IAS will receive 1 credit of RT per 2 credit MBA course taught for up to three MBA courses taught per academic year (i.e. up to a total of 3 credits of RT per academic year).

Reasoning → First and most importantly, it is broadly recognized that the amount of time, preparation, and effort to teach a 2 credit MBA course typically is equal to or greater than teaching a 3 credit undergraduate course. For that reason, encouraging and rewarding graduate level courses taught by graduate qualified faculty is commonly practiced by many universities nationwide. Second, the 1 credit per MBA course RT will encourage more faculty to develop and teach additional MBA electives, which has been cited by many MBAs as a much needed improvement to the UW-P MBA program. And third, the tuition revenue generated by a 2 credit MBA course is significantly more than two-thirds of the tuition of an undergraduate 3-credit course.

C. IAS who maintain their status as "Participating" (using the AACSB based DOB policy criteria) and are designated as either SP, IP, SA or PA (using the DOB's policy on AACSB destinations) will receive 3 credits of RT per year

Reasoning → IAS with a 30 credit teaching load, neither have the same expectations as faculty with respect to service, nor do they have the same expectations with respect to activities related to their discipline. Yet the AACSB accreditation puts a significant emphasis on the number of faculty who maintain their status as "Participating". Furthermore, AACSB visiting team members, rigorously examine how many faculty are maintaining sufficient activities in their discipline defined by the AACSB SP, IP, SA, or PA categories versus faculty designated as the highly discouraged "Other" category. The 3 credits of RT would encourage IAS members to be involved the DOB's many service activities to achieve "Participating" status and also to avoid too many DOB members falling into the AACSB "Other" faculty qualifications category.

2.2 Tier 2 – Significant Service and Teaching Contributions that Both Faculty and IAS May Use to Request Additional RT

A. Service – Quoting the UW-P Senate May 22,2014 policy “Faculty Workload Policy Principals” concerning RT for service: “In considering service, departments will apply criteria found in UW-Parkside policies and procedures and should include faculty governance involvement, student academic advising, administrative roles (e.g., department chair, program director), service to professional societies and publications (e.g., journal editor, reviewer), and outreach efforts. Departments may vary in the relative weight they assign service and scholarship or the various forms of service; many departments, for example, emphasize service to local communities and industry. Those with heavier than usual responsibilities in service to the institution, community or profession may have this counted in their workload.”

B. Teaching – Quoting the UW-P Senate May 22,2014 policy “Faculty Workload Policy Principals” concerning RT for teaching: “In assessing individual teaching workload, department policy should consider, as appropriate, the size and level (lower division, upper division, graduate courses) of classes to be assigned, the number of preparations involved, the number of new preparations, and any unusually large commitment to the following instructional activities; laboratory courses and preparation of laboratory exercises, supervision of laboratory work and other activity, studio and performance courses, individualized undergraduate research, honors projects and creative works, development of new instructional methods or materials, development of new courses, undergraduate academic advising, field courses and trips, special tutorial activities, supervision of masters theses, graduate student mentoring, supervision of internships, clinical services and instruction, coordination of multi-section courses, training and supervision of part-time staff, writing-intensive courses, distance education, or any other instructional activity appropriate to the department or campus mission.”