

**Kennesaw State University
Wellstar College of Health and Human Services
Statement of Workload Expectations**

January 25, 2019

Introduction

The Wellstar College of Health and Human Services (WCHHS) at Kennesaw State University (KSU) is composed of undergraduate and graduate faculty members in the Department of Exercise Science and Sport Management (ESSM), the Department of Health Promotion and Physical Education (HPE), the Department of Social Work and Human Services (SWHS), and the Wellstar School of Nursing (WSON). While curriculum guidelines and professional responsibilities for each department vary based upon requirements of the disciplines, the WCHHS mission and faculty core values form the basis of departmental workload expectations and tenure and promotion guidelines and are fundamental across the College.

WCHHS Mission

The mission of the WellStar College is to enable integration of education, research, and service, in order to prepare students to be leaders in their organizations, professions, and communities, and to improve the quality of people's lives.

WCHHS Vision

The WellStar College will be a world-class college that strives for excellence in innovative education and critical thinking, interdisciplinary collaborations, research advancements, community engagement, and health promotion and wellness among employees and students.

WCHHS Values

- Commitment to an inclusive teaching and learning environment that promotes academic excellence.
- Commitment to professional and public service that promotes health and wellness.
- Promotion of interdisciplinary and interprofessional pedagogy, research, and service.
- Commitment to global and community engagement.
- Commitment to academic and clinical partnerships.

The two primary resources that all WCHHS faculty should consult for guidance regarding faculty performance and evaluation are:

- A) The KSU Faculty Handbook
- B) The Faculty Performance Guidelines of the faculty member's home department.

The KSU Faculty Handbook contains general information and guidance on the processes of annual performance review, tenure, promotion, and post-tenure review. All WCHHS faculty members should consult this Handbook for information and instructions that apply to the type of review that is to be undertaken. On the other hand, the Faculty Performance Guidelines of each

of the WCHHS's four departments (ESSM, HPE, SWHS, and WSON) provide department-specific information on the evaluation of the quality and significance of faculty work. In accordance with university policy, these departmental guidelines serve as the primary basis for evaluating a faculty member's annual performance, readiness for promotion and/or tenure, and post-tenure performance.

Basic Workload Expectations: Teaching, Scholarly and Creative Activity, and Professional Service

In the WCHHS, the norms for workload effort expected in the areas of teaching, scholarship/creative activity, and service, for tenure-track faculty who are untenured and tenured faculty with a demonstrably active and productive program of research are 60%, 30%, and 10%, respectively. For Lecturers, the norms are 100%, 0%, 0% or 90%, 0%, 10% depending on departmental needs. Workload adjustments may be made depending on whether or not a faculty member is meeting expectations in the current model and on changes in career focus that a faculty member may have. Only in the case that a faculty member is externally funded (and perhaps in other special cases that are subject to approval by the Dean) will the research/creative activity workload be greater than 30% and only in special cases (subject to approval by the Dean) will the professional service load be greater than 10%. Workloads for all untenured tenure-track faculty who wish to be considered for promotion and tenure will include a minimum of 30% effort for scholarship/creative activity. Furthermore, workloads for all tenured faculty who wish to be considered for promotion to full professors will include a minimum of 20% effort for scholarship/creative activity.

Teaching

The KSU faculty handbook states that "All teaching faculty are expected to emphasize excellence in teaching..." Furthermore, the handbook states that "Teaching effectiveness at KSU will be assessed and evaluated not only from the perspective of the teacher's pedagogical intentions but also from the perspective of student learning," and that "every faculty member is expected to demonstrate scholarly activity in all performance areas." Teaching workload expectations are based on the KSU Faculty Handbook's core standard that a three-credit course is equivalent to 10% of faculty effort. Tenure-track faculty are therefore expected to demonstrate teaching effectiveness using scholarly methodologies, in addition to addressing comments in student evaluations.

Scholarship and Creative Activity

The KSU Faculty Handbook defines scholarship as "a noun used to describe tangible outcomes of the scholarly processes. This tangible product is disseminated in appropriate professional venues relating to the performance area. In the process of dissemination, the product becomes open to critique and evaluation." The Faculty Handbook also states that "Scholarly researchers ... approach their scholarship and creative activity in a systematic and intentional manner. They have a clear agenda and plan for their work in this area." During any consecutive 5-year period, tenure-track faculty pursuing promotion and tenure and operating under the normal workload

(i.e., 60-30-10) are expected to produce a minimum of four peer-reviewed publications, and at least one peer-reviewed publication during any consecutive 2-year period. Tenured faculty seeking promotion must maintain a minimum of 20% research in workload and are expected to produce at least one peer-reviewed publication during any consecutive 2-year period. If the workload expectation for a tenured faculty member, whether seeking promotion or not, is not met in any consecutive 2-year period, the faculty member will renegotiate his/her workload expectations with the Department Chair. Peer-reviewed publication expectations for workload efforts other than 60-30-10 will be negotiated, along with other expectations, with the Department Chair.

Professional Service

Faculty members in the WCHHS will engage in service activities that help advance the mission of the College, and that bring external visibility to the College. The KSU faculty handbook states that “Good documentation of scholarly service describes the role of the faculty member in each service activity, how he or she uses their expertise in the role, and clearly demonstrates the outcome or impact of the service activity.” The minimum 10% service workload assignment equates to approximately 120 hours per academic year. Examples of activities include, but are not limited to:

1. Serving on Department, College, and/or University Committees,
2. Providing ad hoc reviews of manuscripts for professional journals,
3. Providing ad hoc reviews of proposals to funding agencies,
4. Serving on a funding agency review panel,
5. Serving on the Editorial Board for professional journals,
6. Organizing or presiding over technical sessions of a professional conference,
7. Providing technical assistance based on one’s disciplinary expertise to a community organization,
8. Providing technical assistance to a local community organization in an educational capacity.

In Annual Review Documents, and P&T portfolios, it is important that faculty members discuss their roles and specific contributions in professional service activities, including discussion of the quality and significance of those activities, and not merely a list service activities.

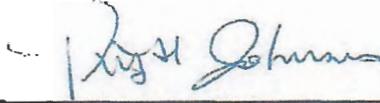
Kennesaw State University Approval Form for Statement of Workload Expectations

A copy of this form, completed, must be attached to the college statement of workload expectations.

I confirm that the attached statement of workload expectations, dated January 25, 2019, was approved by the faculty of the WellStar College of Health and Human Services in accordance with college policies and procedures:

College Promotion & Tenure Committee Approval – I approve the attached statement of workload expectations:

Ping H Johnson



January 25, 2019

Name (printed or typed)

Signature/Date

College Dean Approval – I approve the attached statement of workload expectations:

Mark Tillman



1/26/19

Name (printed or typed)

Signature/Date

Provost Approval – I approve the attached statement of workload expectations:

Ronald H. Mason



29 Jan 19

Name (printed or typed)

Signature/Date