



Ohio Administrative Code

Rule 3341-1-09 Faculty workload assignment policy.

Effective: December 24, 2025

(A) Policy statement and purpose

This policy promotes excellence in the areas of faculty teaching and learning, research and scholarly/creative activity, and professional service, and any combination thereof, in accordance with Ohio law. Faculty workload assignments are a crucial framework at Bowling Green state university, designed to ensure that faculty members' responsibilities and efforts are distributed fairly, transparently, and efficiently. Through adherence to the faculty workload assignment policy, the university aims to create a transparent and supportive framework that recognizes the contributions of its faculty members while allowing flexibility and nuance to assign differential workloads among faculty to equitably balance workload.

(B) Policy scope

This policy applies to all BGSU full-time faculty members covered under the collective bargaining agreement between BGSU and the BGSU faculty association - AAUP.

(C) Policy

(1) Annual workload

(a) Annual workload is defined as the faculty work assignment for the fall and spring semesters. Annually, each faculty member at BGSU will be assigned duties that ensure that they are fully engaged in the university work of providing an outstanding education for our students and building the university's reputation through scholarly/creative activity. Service should be aligned with the expertise of the faculty and could be outreach in the region and beyond, to the profession, or in university governance. Collectively, the faculty's work assignment will be subdivided in the four major areas of: teaching/librarian effectiveness, teaching-related activities, scholarly/creative activity, and service. The allocation in each area depends on the discipline and faculty member's



expertise. A tenure-track faculty member will typically have assigned duties in each of the areas of teaching/librarian effectiveness, scholarly/creative activity and service and a qualified rank faculty member will typically have assigned duties in each of the areas of teaching/librarian effectiveness and service.

(b) The minimum annual workload of full-time (9-month) faculty equals thirty workload units. The annual workload for 12-month faculty will be determined by the college dean in consultation with the Provost. Each workload unit is the equivalent of one credit hour as defined in 34 C.F.R. 600.2.

(c) BGSU's faculty workload expectations document defines all faculty workload elements and their workload unit equivalents and includes credit hour equivalents for activities other than teaching/librarian effectiveness, such as scholarly/creative activity, clinical care, administration, service, and other activities.

(d) The workload for each faculty member is approved annually by the college dean and the provost. Workload assignments will be made during the preceding spring term before the beginning of the academic year by the department chair/school director. These assignments must be approved by the dean and the provost. Faculty Annual Performance Evaluation Policy 3341-1-15, the collective bargaining agreement, and other unit documents provide the processes for annual faculty evaluations.

(2) Defined teaching workload expectations

The range of acceptable teaching assignments is determined through the procedures outlined in BGSU's faculty workload expectations document. Typical teaching loads for tenured and tenure-track faculty range from twelve to twenty-four workload units. Typical teaching loads for qualified rank faculty range from twenty-one to twenty-four workload units. The dean will ensure that the teaching workload of each faculty member, when added to the credit hour equivalents for non-teaching activities, meets the minimum annual workload of thirty workload units (9-month faculty).

As per the ODHE Standards for Instructional Workloads, minimum expectations for teaching activities will align with the level of programs offered by the department, as follows: at least 70 percent of the total departmental workload for baccalaureate departments, 60 percent of the total



departmental workload for baccalaureate/master's departments, 50 percent of the total departmental workload for baccalaureate/master's/doctoral departments, and 80 percent of the total departmental workload for associate degree departments or programs. There may be department/school programs that differ significantly from the above statement due to differentiation of faculty roles; in these cases, teaching assignments shall be determined by the appropriate academic officer subject to the approval of the provost. Workload expectations are subject to regular review and revision to ensure continued relevance and effectiveness in meeting the needs of the university and faculty.

(D) Violations of policy

If a faculty member fails to comply with this policy's requirements, the university may initiate action including remedial training, for-cause termination, or other disciplinary action, regardless of tenure status and in accordance with the disciplinary process outlined in the collective bargaining agreement. Termination for a violation of this policy requires the recommendation of the dean, provost, president, and approval of the board of trustees.

(E) Periodic review and approval requirement

At least once every five years, BGSU will review this policy to determine if any updates are needed. Any updates will be approved by the board of trustees before they become effective. The policy (as updated, if applicable) will then be submitted to the chancellor.