

# A-006 FACULTY WORKLOAD DOCUMENTATION

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Code: A-006

Date: February 25, 1998

Approved: Doug Sweetland

Revised: April 2014

Approved: Connie J. Gores

Date Effective: August 1, 2014

## Southwest Minnesota State University Policy

### Faculty Non-Contractual Reassigned Time/Extra Duty Day(s) Documentation

#### General Information

It is necessary to document any duties and/or reassignment outside teaching or other current assignments per Article 22 of the *Master Agreement* between the Minnesota State Colleges and Universities Board of Trustees and the Inter Faculty Organization to assure that expectations are clear to all. Teaching assignments are monitored separately.

#### Policy

1. The appropriate supervisor, typically an Academic Dean/Athletic Director or Provost, will develop a written description in every instance of faculty reassigned time and/or non-contractual extra duty day(s). 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 reassigned time or non-contractual extra duty day(s) or assignments.
4. The affected faculty member's appointment letter will also reflect the reassigned time and/or extra duty day(s).