

A-006 FACULTY WORKLOAD DOCUMENTATION

Code: A-006

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Approved: Doug Sweetland

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Approved: Connie J. Gores

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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).