Engineering Workload Guidelines (also known as FAC17)
Approved by WCE faculty Oct. 31, 2019; approved by Provost Nov. 2019 and January 27, 2020

The general principles considered by the FAC in the following FAEM (point system) is to fairly assess the Scholarly output of the faculty in a manner that promotes activity that is of benefit to the careers of faculty members and that supports the college and university through increasing its reputation and financial well-being. Determination of Advising and Service activity are meant to appropriately acknowledge the effort of faculty and to encourage activities that support the proper functioning of the College and University as well as to increase faculty reputation.

As background to the basis of our calculations, a faculty's total annual workload is 24 credit hours and for a 9-month contract, this equates to about 60 hours per workload hour (1500 h/24 credit hours), but there is required work beyond the assigned 24 hours that bring this value closer to 50 hours available per workload hour. For Service and Advising, the hours needed to satisfy the assignments are approximated to account for this.

For Scholarship the following items will be measured
    Scholarly output (Publications, Patents, Presentations)
    External funding (Total external dollars, indirects generation, support of student researchers)

Summary of Possible Ranges of Workload Assignments

	Workload Hours
Research	0-15
Scholarly output (0-6)	
External funding (0-9)	
Service	0-3
Teaching	9-24
Advising (0-3)	
Course load (9-24)	

For Teaching, the assigned workload will reflect the actual assigned courses and be adjusted for differences in the individual teaching assignment (13.1B1). To accomplish this, courses that require additional contact hours (e.g. multiple recitations, laboratories, senior design supervision), have additional student work to evaluate (e.g. WAC/SPAC), or have large enrollment caps can be indicated as worth more than the actual credit hours of that course. In determining this, the availability of a TA for a course can mitigate the additional work. A master list of such courses and how this additional credit is determined will be approved with consultation between the chairs and deans. Additionally, if a faculty member has more than 4 course preparations in a year (multiple sections of the same course count as one preparation), an additional workload credit will be given. As advising is neither Research nor Service, it is considered as an additional administrative responsibility that will be treated as such and will be given as release time similar to ABET coordinators. The amount of credit will be based on the prior year's advising load.

Faculty Activity Evaluation Model (FAEM)
Washkewicz College of Engineering

The Faculty Activity Evaluation Model (FAEM) is a "point-system" where a faculty are awarded points for research, service, and advising. These points are converted equivalent workload credits as consistent with the AAUP contract. This model is used to determine faculty's assigned course load for the following academic year. The total load is 24 hours divided among teaching, research, and service (13.1E). The assigned teaching load is determined by subtracting the research and service workload hours from 24, with the constraint of a minimum teaching load of 9 credit hours per year (13.1F1).

Summary of Possible Ranges of Workload Assignments (13.1F)

	Workload Hours
Research	0-15
Scholarly output (0-6)	
External funding (0-9)	
Service*	0-3
Teaching	9-24
Advising (0-3)*	
Course load (9-24)	

*Advising and Service may be greater than 3 only with prior approval from Chair and Dean.

Implementation

The chairs will collect the data for the workload model from the faculty FAARs and end of year grant statements and in conjunction with the Dean's office assign points for the faculty activities. This will be submitted to the individual faculty members to verify that the information is correct and complete.

Transparency

The Dean's office will prepare for the faculty a summary table listing the numbers of scholarly works, service activities, and dollars of funding for each faculty member (without names). The table will also show the conversion of the points to workload credits for each category.

The data and workload calculations for all faculty will be available on request to any interested faculty member. This includes the raw data for the scholarly output, external funding, service, and advising (citations of scholarly output, sources and amounts of external funding, service work, etc.), as well as the points assigned, and credits calculated from these points.

RESEARCH (0 to 15 workload hours)
Scholarly Output (0-6 workload hours)

*Workload hours are calculated by dividing **total cumulative points from past three years** by 10 for a maximum of 6 workload hours. The primary measure of scholarly output in Engineering is publication in peer-reviewed journals and proceedings. It is generally recognized that publication in higher quality journals is more prestigious and brings greater recognition to the faculty members and to the College. Therefore, if a faculty member has published three articles over three years in Quartile 1 or 2 journals, it is sufficient to be awarded the full 6 workload hours. Alternatively, a faculty member could reach this number through points obtained by other scholarly works.*

1. Journal Publications and Conference Proceedings

Evaluation Basis: Only the articles published in the past three years count (this excludes articles that were accepted, but not yet published). Detailed information per publication must be provided via eFAAR. Quartile rankings of journals are based on the most recent ranking within the discipline by InCites Journal Citation Reports from Clarivate Analytics (http://jcr.incites.thomsonreuters.com). Note: If a paper is believed to be stronger than the ranking of the journal that it was published in, the faculty member may submit evidence of this (e.g. number of citations of the paper or alternative ranking metric) in order to increase the points awarded for it.

*Peer reviewed articles as **lead author** (i.e. corresponding author from faculty's lab)*

Journal/Proceedings rank in field	Points
Quartile 1	30
Quartile 2	20
Quartile 3	12
Quartile 4	6
Unranked Journal/Book Chapter*	2

*Peer reviewed articles as **co-author** (i.e. corresponding author from collaborator's lab)*

Journal/Proceedings rank in field	Points
Quartile 1	15
Quartile 2	10
Quartile 3	6
Quartile 4	3
Unranked Journal/Book Chapter*	1

*Book chapters must be original and not duplication of previous published work.

2. Patents Awarded through CSU

30 points per awarded patent (if multiple faculty inventors, this is divided by agreement)

3. External Grants Proposals Submitted

5 points per submitted proposal as PI
3 points per submitted proposal as co-PI

4. Presentations at Conferences/Invited Lectures

3 point per lecture/oral presentation
1 point per poster presentation

NOTE: This includes presentations that turn into conference proceedings. Invited lectures include invitations by other institutions to their seminar series.

5. Conference Keynote Speech

5 points per keynote speech; need to provide documentation.

6. Final Funded Project Reports Submitted

2 points per report

NOTE: The final project reports are only for those containing proprietary information or trade secret, and therefore cannot be published in any conference proceedings or journal papers.

8. New Reference Books or Textbooks Published

10 points per published book

NOTE: Major revisions may be considered as half of a new book

External Funding (0-9 workload hours)

*Workload hours are calculated by dividing total points determined from **expenditures during the previous Fiscal year** by 10 for a maximum of 9 workload hours. Since grant expenditures do not fluctuate as much as publications, the expenditures will be only considered for the prior one year for calculating load. This keeps the workload deduction closer to when the effort is needed. These data will be readily available from grant statements. The distribution of points is intended to reward the use of external funds for supporting students and encourage seeking funds that bring in indirect costs to the university.*

External Grants/Contracts Received
For joint projects, the expenditures must be distributed among the PI and Co-PIs based on their agreed contribution.

1 point for every $20,000 of total award
1 point for every $3,000 of indirect costs
1 point for every $1,000 in stipend/tuition for student researchers

Examples of different types of support
    Support of one doctoral student stipend from a federal grant:

$24,150 stipend/fringe	24.1 points
$10,870 indirect costs	3.6 points
$35,020 total award	1.8 points
Total	29.5 points = 3.0 workload credits

Summer salary:
$10,500 salary/fringe

$4,410 indirect costs	1.5 points
$14,910 total award	0.7 points
Total	2.2 points = 0.2 workload credits

Equipment (no indirects):

$200,000 total award	10 points = 1.0 workload credits

SERVICE (0 to 3 workload hours)

Article 13.1.D states: "Service contributions constitute an expected component of all faculty members' workloads and shall be considered in the evaluative factors of Article 13.1.B".
Service workload credits will be determined by dividing the total service points by 100, with a maximum workload credit of 3 unless special approval from the Dean is obtained. Up to 99 unused points will be carried over to the next year. Alternatively, faculty members who have 50 or more points towards the next workload credit may choose to carry forward a balance of up to negative 50 points to give them a workload credit in the current assignment.
Note: based on past academic year only

1. **Committee Service** (based only on the past academic year)

    College Secretary 15 points
    College Peer Review Committee 45 points (Chair 60 points)
    Faculty Search Committee 50 points (Chair 100 points)
    Visiting Faculty Search Committee 25 points (Chair 50 points)
    Faculty Senator 40 points
    Senate Steering Committee 30 points

    For all other University, College, and Departmental Committee service, indicate committee and number of times that they met over the year
    3 points for each committee meeting
    4 points for each committee meeting as chair

    With justification, committees that require inordinate amounts of effort outside of meetings can be awarded greater number of points.

2. **Other Service**
    Off-campus Grant Panel Reviewer 15 points per day

    Peer review of Manuscripts and Grants (Grants from panel participation are not counted here) 5 points each

    Primary Advisor for official student organization 8 points (this is for training and only awarded once even if multiple organizations are advised) plus 2 points per meeting/event

    Documented Service to Professional Organization 1 point per service hour

    Other documented professional service that benefits CSU 1 point per service hour

ADVISING (based only on the past academic year)
Advising workload credits are not considered research or service but are an administrative duty that is credited to fulfill part of the assigned teaching workload. The credits will be determined by dividing the total advising points by 100, with a maximum workload credit of 3 unless special approval from the Dean is obtained.

1. Undergraduate Student Advising
2 points per advised student*
***NOTE**: The faculty must be an official undergraduate advisor assigned by the department

2. Graduate Students Advising*
1 *point per advised student*

***NOTE**: The faculty must be an official graduate advisor assigned by the department for graduate students who are *not* completing thesis or dissertation.

3. University Funded Undergraduate Research supervision during Summer (based only on the past academic year)

10 points per student project per summer

4. Master Project Supervision (based only on the past academic year)

20 points per completion of project supervision*.

***NOTE 1**: Supervision means successful supervision of the same Master student until completion. A Master project must be 3 credits or more.
***NOTE 2**: This excludes supervision of Honors Thesis. Completion of an honors thesis will receive one TDR credit per AAUP agreement.