2016-2017 Workload Planning – FAQs

What changes have been made? Why were these changes made?

12 month salary pay out schedule
In an effort to better plan and budget across the academic year, National Louis University is moving to a consistent 12 month salary pay out schedule for all faculty’s base pay (faculty base pay will be evenly distributed throughout the year over 12 months). Most faculty are already on this pay out schedule, by their request. This change will make the process consistent for all faculty and will make the payroll process more efficient.

This will not result in changes to faculty load as outlined in Faculty Policy 120, responsibilities, or benefits. Base faculty workload for three academic terms will remain at 27 semester hours.

Workload Worksheet and LOA - 12 month planning approach
As we prepared for these changes and obtained feedback, we heard a desire to reduce the complexity of the workload assignment and LOA process. So, as part of the new planning approach, we are moving to one Workload Worksheet. This will eliminate the need to complete separate Summer term work plans.

The Letters of Appointment (LOA) will now be issued for the fiscal year (July 1-June 30). We are piloting a process of including both base load (27 semester hours) and Summer term overload, as applicable, in the Letter of Appointment (LOA). Summer pay will be included in and amortized across the 12 months (July 1 – June 30). This will provide a more accurate representation of the scope of work you are doing with a predictable monthly pay rate. We anticipate that it will reduce the work associated with creating separate contracts for every instance of overload for the Summer. Letters of Appointment will be issued by June 30, 2016, as in the past.

More Faculty flexibility
We are piloting a process to allow faculty the opportunity to request a variation in which three terms they will work during the year or to request to spread the regular academic year load of 27 semester hours across four terms instead of three. We believe this will provide faculty more flexibility in planning and scheduling their work load around professional commitments and college responsibilities. As always, assignments are made in consultation with your supervisor and approved by the Dean.
FREQUENTLY ASKED QUESTIONS

Do faculty have to spread their teaching across all 4 terms?
No, faculty will continue to have the flexibility to design their work plan in consideration of their program and professional commitments. As always, faculty should consult with College leadership in proposing their individualized work plan.

Will we continue to offer 1/6 and 1/12 contracts?
Yes, for the Summer term ONLY. Refer to the Summer Workload Guidelines below. If Winter or Spring are the “off” terms, then additional contracts for those terms will be paid at the semester or quarter hour rates.

When will Summer 2016 overload be paid out?
All Summer work will be included in the LOA and therefore, distributed over the 12 month fiscal year. Though faculty with summer assignments will receive only 1/12 of their summer pay each month in summer, they will also receive 1/12 of their regular base pay each of those months, since the base pay salary for all faculty will be distributed over the 12 month fiscal year beginning July 2016.

When will Fall, Winter and Spring overload contracts be paid?
Fall, Winter and Spring overload contracts will NOT be included in the LOA during this pilot year and will be paid out based on current college procedures.

How will the 12 month payout for 2015-2016 work?
Faculty who selected to spread their 2015-2016 salary across 12 months will receive their July and August distribution related to 2015-2016 as they have in the past. The salary for faculty who selected to spread their 2015-16 salary across 10 months will be fully paid by June 30, 2016.

*For 2016-2017, all faculty will be paid out over 12 months beginning July 2016 and ending June 2017.*

Therefore, faculty who elected to be paid out over 12 months for 2015-2106 will receive two payments in July and August of 2016 (e.g. one-twelfth related to 2015-2016 and one-twelfth related to 2016-2017).

Will all faculty be working during the Fall term?
YES. All full time faculty must work during the Fall Term as this is the highest enrollment term and the term when all faculty governance and committee work officially begins.
What are the expectations if I take the Winter or Spring term “off”?
During the pilot year, faculty need to address individually with their Dean/Dean’s designee their regularly scheduled responsibilities and annual college/university events. FP120 will be under review next year where these topics will also be addressed related to “off” terms including:
- Course Readiness
- Faculty Response to Student Issues
- Performance Reviews
- University Service, including Committee Membership
- Others, as appropriate

Note: All full-time faculty are expected to participate in University Commencement ceremonies and the Fall Connection.

Is TIAA-CREF affected?
There will be no changes to any benefits. The University’s contribution to TIAA-CREF will continue to be calculated on base salary.

QUESTIONS RELATED TO THE WORK PLAN FORM

Why are we completing the Work Plans by April 15?
We are following the current policy deadlines as outlined in FP120 (section 11) so related LOAs can be issued by June 30.

Please explain the 4th term as shown on the work plan.
For faculty who plan to complete their base load in three terms, the 4th term becomes a term “off” or the remaining term in the year – Summer, Winter or Spring.

What if the course I plan on teaching is not scheduled yet?
If new courses/cohorts/sequences have not been entered in Banner yet, faculty may need to list a course number without a CRN. If a CRN is not available, leave the CRN box blank. Add the course name, course number, hours, and term on the form.

When should the “Develop Quality Matters Online Courses” category be used?
This should be used ONLY if the course development leads to Quality Matters certification.

What is the difference between the “planned” form and the “actual” form?
The planned version is used to clarify and confirm expected faculty contributions related to teaching, research/scholarship, professional development, and service. Based on the requirements outlined in FP120 (section 12), the actual form is completed at the end of the academic year which includes all final workload assignments.
SUMMER WORKLOAD GUIDELINES

The guidelines provided in FP 120, Faculty Workload Policy, addresses Summer compensation for service including teaching and other duties, if any, along with compensation. See below.

FP 120:
Summer Compensation: This policy is intended to replace current Faculty Policy 102 with the exception of the section on Summer Load. “Summer stipends, as authorized by the dean, are paid to faculty based on the needs of the University. Two kinds of contracts are applicable to faculty during the summer months not covered by the faculty contract. The first type of service is a continuation of full-time faculty service with all the attendant responsibilities. The second type of service is for teaching without attendant obligations associated with full-time faculty service.

Page 2 of 13 FP: 120 Compensation is as follows: 1) Faculty receive 1/12 of the previous year’s base salary for a one-month commitment* or 1/6 of the base salary for a two-month commitment of teaching (to a maximum of 6 SH or 10 QH) and all other full-time faculty duties. Semester/quarter hours taught beyond these maximums will be compensated at an adjunct rate of pay. 2) Faculty who contract to engage only in teaching duties during the summer will be compensated at the adjunct faculty pay scale for that College. Exceptions to this policy must be authorized by the Provost.”

Source: National Louis University Policy on Faculty Workload FP: 120 Revised and Updated July 11, 2013 Approved: Board of Trustees Date: September 13, 2012 Approved: Faculty Senate Date: June 20, 2012 Approved: Workload Task Force Date: May 31, 2012 National Louis University

*refers to overall half-time commitment for the term, not date commitment (e.g., may involve half-time work across the two summer months, depending upon length of courses taught and other agreed upon work).

Summer Load –Decision Making Guidelines
Each year, the deans calculate the funds they have available for additional workload. They will award 1/12 and 1/6 contracts and contracts based upon the college’s prioritized needs and the availability of funds in the budget, taking into consideration the anticipated costs of overload during the coming academic year.
As a general rule, 1/6 contract awards will be very limited in number to maximize the 1/12 contracts available for faculty.

All summer load assignments are considered carefully with input regarding faculty interests and according the Assignment Guidelines (below).

Summer Load- Assignment Guidelines

1) Teaching without specific service or other assigned duties is compensated at the adjunct rate.
2) Non-teaching work assigned by the dean without an associated teaching load is assigned at the adjunct rate, based upon the estimated semester hour equivalent of the work or else according to other established overload rates.* On rare occasions, the dean may assign 1/12 or 1/6 without an associated teaching load. These must be approved by the Provost.
3) Faculty who are awarded 1/12 contracts (total load equivalent to 4.5 sh) should expect to teach one course accompanied with specific service and/or administrative duties assigned by the dean based upon his priorities for summer work/projects.
4) Faculty who are awarded 1/6 contracts (total load equivalent of 9 sh) should expect to teach two courses accompanied with specific service and/or administrative duties assigned by the dean based upon his priorities for summer work/projects.
5) When load is assigned for summer program coordination it will be assigned at 1/3 of the hourly assignment used during the academic year.
6) When load assigned exceeds the 1/12 parameters but falls short of the 1/6 guidelines, the faculty member will be awarded payment at the standard overload rate for the hours that exceed the 1/12 assignment.
7) Special projects assigned by the Provost's office are compensated with stipends. Note: these assignments are done on a stipend basis because they are funded through the Provost's Office. Summer load is assigned by the deans and paid for through the college's budget.