

Workload Policy and Internal MGA Study

Middle Georgia State College will conduct a long-term workload study beginning fall 2015 and ending spring 2017. The purpose of the study is to track teaching, research, and service loads as a means of establishing formal workload best practices for a complex institution. The primary document of evidence will be the Faculty Workload Agreement (FWA) developed by the Workload Task Force in 2014-2015. The Academic Personnel Policies Committee will be responsible for collecting and collating FWAs from each academic unit and providing this evidence to the Office of the Provost at the end of each academic year but no later than July 1.

To this end at the time of annual evaluation, each faculty member will fill out and submit an FWA for the following academic year to his or her immediate academic supervisor.

Cycle	Submitted for Approval
FWA 2015-2016	First Friday in September, 2015
FWA 2016-2017	Second Friday in February, 2016

INSTITUTIONAL NON-NEGOTIABLES

1. FWA must be consistent with the terms of USG policy manuals.
2. A.A. Office, Deans, and Chairs must be able to meet the demands of the class schedule.
3. 2-year study of FWA (Fall 2015-Spring 2017) cannot weaken MGA's need to meet the requirements of Complete College Georgia or funding models for USG institutions.
4. A.A. Office, Deans, and Chairs must have latitude to negotiate and decide the terms of FWAs to accomplish short- and long-term strategic goals of the institutions, the school, and/or the department; to re-assign faculty as necessary; and to reward faculty according to the conditions of 1-3 above.
5. The Provost retains final determination authority in an area of potential disagreement among Chairs, Deans, and the Academic Affairs Office.
6. Institutional Faculty Workload policy and practice is benchmarked with the State University sector that we shall join: MGA cannot be an "outlier" within that sector.
7. The FWA does not allow the negotiation of workload for Lecturers or for other contract appointments.
8. This internal study and the use of FWAs do not imply the creation of tracks to promotion or tenure, but the use of an FWA creates an additional tool for faculty to articulate annual planning and for the immediate academic supervisor to evaluate faculty each year.