

2024 Public Description of Work for Action Collaborative on Preventing Sexual Harassment in Higher Education

University of Arizona

The Faculty Workload Distribution Tool

Relevant Rubric Area:

- Prevention: Embedding the Values of Diversity, Inclusion, and Respect into Recruitment, Hiring, Admissions, Retention, Promotion, and Advancement.

Description of Work:

Understanding faculty workload trends is crucial for promoting fair and balanced work practices. Faculty workload is integral to decisions regarding promotion, annual reviews, and career advancement. It provides essential information that shapes the peer review process based on expected workload distribution. With the introduction of new faculty tracks and title series, workload distribution has become more varied than ever before. Without transparency in data and workload distribution, inequities can easily arise, as evidenced by numerous published studies.

Purpose and goals

The primary goal of the faculty workload distribution tool is to establish a streamlined electronic process for tracking faculty workloads, ensuring fair treatment across all colleges and faculty tracks. The implementation of the faculty workload distribution tool allows both faculty and departments to approve workload distributions, which are then used in annual and promotion reviews. This procedure aims to make workload distributions equitable and transparent across all colleges and faculty tracks. This practice aligns with the NASEM rubric, ensuring fair and equitable access to official information, thereby helping faculty balance their work and family roles.

What the Faculty Workload Tool is and how it was implemented

The implementation of the faculty workload distribution tool was a collaborative effort involving various campus stakeholders, including the Office of the Provost, Human Resources, and University Analytics and Institutional Research (UAIR). These groups developed a system to electronically enter faculty workload percentages through the employee central information system, familiar to both faculty and staff. This initiative culminated in the launch of the faculty workload distribution tool in July 2022. Before this tool, there was no efficient system to comprehensively document and review faculty workloads. The tool was pre-filled with data from 2020 provided by department heads, reviewed and confirmed by the heads/directors before final approval by faculty members. After the initial data entry, updates are only needed if there is a change in workload or for new faculty; the system automatically rolls over the workload data from year to year.

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Faculty Affairs developed a website offering specific information, guidelines for department heads, faculty, and business managers to facilitate the smooth transition and use of this tool. This website includes definitions of faculty workload categories, research-based resources, and a frequently asked questions section.

How the Faculty Workload Tool is new

Since its launch in July 2022, this tool represents the first structured and electronic system for tracking and reviewing faculty workload. It facilitates the electronic documentation of agreements between department heads and faculty members regarding workload distribution in an efficient and traceable manner.

Current status of Faculty Workload

The faculty workload distribution tool is fully implemented and actively used for tracking and reviewing faculty workloads at the University of Arizona. The initial data entry phase is complete, and the system now supports ongoing workload documentation and review processes. Faculty Affairs produced the [Faculty Workload Report](#) in the fall of 2023, offering a comprehensive examination of faculty workload data by track, title series, rank, and colleges. This report provides valuable insights into workload trends.

Plans for evaluating the success effectiveness, and/or impact of Faculty Workload

To evaluate the success and impact of the workload distribution tool, regular analysis of workload distribution data will be conducted to identify trends, disparities, and areas needing attention. This analysis will occur every year, with official reports provided every other year similar to the one produced in 2023.

Next steps for Faculty Workload

The next step is to create workload policies at the unit (department and college) level based on the collected data. This will further enhance the fairness and transparency of workload distribution across the institution and provide infrastructure to provide analysis of equity and to provide accountability.

Website for further information (if applicable):

<https://facultyaffairs.arizona.edu/faculty-workload-distribution>

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