

**SOP-ACADEMIC WORKLOAD****SOP ID:** LIU F-B-1004**POLICY TYPE:** FINANCE**RESPONSIBLE OFFICIAL TITLE:** VP FINANCE & TREASURER**RESPONSIBLE OFFICE:** BUDGETS**I. STANDARD OPERATING PROCEDURE****1. Purpose**

Consistent with other higher education institutions, full-time LIU academic faculty are required, by contractual agreement, to deliver a required amount of instructional time/courses to LIU students each semester and each year. Faculty are compensated based upon delivery of such a full workload to students, while also considering related factors such course nature/assignment (based upon the time commitment value of each course), course release time (for faculty performing other duties) and review/approval of appeals for unique situations. Coordination between multiple divisions within LIU (HR, Finance, Registrar, and Academic Affairs) is required to facilitate accurate and timely processing and monitoring of academic workload and to ensure sufficient academic instruction is delivered to LIU students by full time faculty.

The overall purpose of this SOP is to ensure:

- Faculty workloads (Full time & Adjunct) are processed in a timely manner and accurately depict course values and related compensation.
- Compliance with LIU policies and contracts for Faculty workload.

**2. Scope**

The scope of this SOP is academic workload related reporting and transaction processing, as performed by the Budget Office within the Finance Division.

To provide transparency and visibility into this key area, the intended audience of this SOP is all LIU faculty, academic administrators, department chairpersons, and academic workload coordinators.

**3. Prerequisites**

The following list of prerequisites should **not** be considered all-encompassing. All relevant information that may have a significant impact on academic workload processing should be obtained **prior** to initiation of the process described below.

Current versions of the following documents:

- Current LIU strategic plan document.
- Collective bargaining agreements (CBA's) in place.
  - Schedules of rates/compensation schemes for unique instructional class types.
- Roster of all full-time faculty, containing current salaries and related credit obligations per CBA's.
- Class schedule/course listing and related enrollments for upcoming academic semester(s).
- Listing of valid types of release time considered appropriate based upon historical experience.
- HR approved release time agreements with specific full-time faculty members.

- Up-to-date listing of all full time faculty who will not be teaching due to an extended absence (e.g. leave of absence, sabbatical).

#### 4. **Responsibilities**

---

It is the University's policy to ensure effective management and fulfillment of Academic workload among the following functions and responsibilities:

- **Deans** –Maintain primarily responsibility for ensuring all Faculty are provided with full workload and/or approved releases in accordance with CBA requirements. Approve workloads submitted by Workload Coordinators & Department Chairpersons; work to resolve identified issues for individual faculty members; provide additional feedback as necessary.
- **Academic Affairs** –Communicate issue to deans as identified; approve all requested release time and workload appeals; provide additional feedback as necessary.
- **Workload Coordinators & Department Chairpersons**–Perform initial assignment of full-time faculty to courses/course sections; request adjunct professors when all full-time faculty are fully loaded.
- **Office of the CFO**–Guide all financial aspects of the academic workload process; interfaces with senior leadership where appropriate.
- **Budget Office**–Overall process owner and manager; provide reporting to all key constituents.
- **Registrar**–Update and maintain the course schedule/listing, enrollment in those courses, and related credit values assigned to each course.
- **Human Resources**–Review and provide approval for all requested release time, sabbaticals, and leaves of absence; approve hiring of full-time and adjunct faculty.
- **Payroll**–Pay compensation to full-time faculty based upon information in the Workload System; adjust compensation when faculty are confirmed to be under-loaded, as per the CBA.

#### 5. **Procedure**

---

- **Overall Process**
  - Draft course schedule is created & distributed by the Registrar. [A]
  - Workload Coordinators & Department Chairs assign full time faculty. [B]
  - Deans review & approve full time faculty assignments, send to the Registrar for processing. [C] [D]
  - Full time faculty workloads are finalized by Workload Coordinators & Department Chairs. [E]
  - Deans review & approve full time faculty workloads, send to Payroll for processing. [F]
  - Release time requests are communicated to HR with supporting documentation. (See **Release Time** section below)
  - HR approves/denies release time requests and communicates to the Senior Vice President/Vice President of Academic Affairs. (See **Release Time** section below)
- **Workload Assignment Calendar/Timing**
  - The schedule below sets forth University policy for workload assignment timeframes and deadlines:

# LONG ISLAND UNIVERSITY

		[A]	[B]	[C]	[D]	[E]	[F]	
FT Faculty	Activity	Draft Schedule Distributed	Full Assignment	Assignment Review	Assignment Processing	Finalize & Submit Workload to Dean	Approval & Transmit Workload to Payroll	Payroll Processing
	Party	Registrar	Dept. Chair/WL Coordinator	Dean	Registrar	Dept. Chair/WL Coordinator	Dean	
	Fall	1st week of Nov.	3rd week of Jan.	4th week of Jan.	2nd week of Feb.	Last week of Jul.	3rd week of Aug.	
	Spring	1st week of Apr.	3rd week of Jun.	3rd week of Jun.	2nd week of Jul.	2nd week of Dec.	1st week of Jan.	
	Summer	Last week of Oct.	2nd week of Jan.	3rd week of Jan.	1st week of Feb.	2nd week of Apr.	2nd week of May	

- **Release Time**

- All Release Time must be pre-approved by Human Resources prior to commitments or communications made to impacted employees. Approved release time will be communicated directly to academic leadership by Human Resources.
- To ensure timely review and approval prior to the start of each academic term, all release time requests must be submitted in writing to Human Resources with supporting documentation/justification and approvals, in accordance with the following timeframes:

Academic Term	Deadline for Request Submission	Deadline for HR Approval
Fall	July 30	August 31
Spring	November 30	December 31
Summer	March 31	April 30

- Release time requests submitted after these deadlines will be considered under extenuating circumstances only, and require written approval by the Senior Vice President of Academic Affairs. HR will verify and approve all release time requests prior to the start of the semester. Unsubstantiated release time requests will be considered denied.
- Human Resources shall be responsible for generating an assignment letter for all **non-contractual** (e.g. program director, coordinator, etc.) release time requests.
- HR communicates approved release time to the Budget Office for entry into the Workload System prior to the start of each academic term.

- **Underloaded Faculty**

- The Vice President for Academic Affairs, in coordination with deans and academic departments, shall be responsible for ensuring all FT faculty members are assigned full workloads in accordance with contractual requirements.
- FT faculty must first be assigned to full workload prior to the hiring or assignment of adjunct resources.
- Underloaded faculty for a given term must be submitted to the Senior Vice President for Academic Affairs for approval, along with a detailed plan for restoration to fully loaded status by the end of a fiscal year. The Senior Vice President for Academic Affairs shall provide written approval to Human Resources and the Budget Office.
  - To ensure accurate compensation, **Payroll should also be notified timely of such plans.**
- Any faculty member in underload status by the end of the Spring term must be assigned to Summer courses or other responsibilities, and reflected in the Workload System pursuant to all approvals, **prior to May 1<sup>st</sup>.**

- Faculty in underload status that do not have approved restoration plans will be **subject to payroll deductions** on a salary per credit basis, beginning as soon as approved and Payroll notified.
- Finance shall be responsible for running and distributing reports of underloaded faculty throughout each term.
  - Reports and information visible in the Workload System is based primarily upon its' two underlying data sources: the HR PeopleSoft personnel management system and the Registrar's PeopleSoft course management & scheduling system.
    - Errors or inaccuracies in the Workload System must be corrected in these underlying data sources in order to be reflected accurately. Please contact either HR (e.g. release time authorization) or the Registrar (e.g. course credit values) to request updates or corrections.
- **Workload Adjustments**
  - The process for requesting workload adjustments is as follows:
    - Paid credit value adjustment requests-**please contact the Registrar.**
    - Requests for manual adjustments (See **Enrollment & Pay Type Determination** section below)-**please leave a note in the workload system for Payroll to review.**
      - For IND (Independent Study), DIS (Dissertation), TR (Thesis Reader) or LES (Lessons) courses where the paid credit value calculation requires adjustment.
      - True course enrollment is above 10 students or 50% of course capacity but isn't reflected.
      - Workload System Course or Paid Amount calculations require adjustment.
      - Courses & sections to be combined.
- **Enrollment & Pay Type Determination**
  - The process for assessing if a course meets the minimum enrollment requirements to be considered a Regular course are as follows:
    - If for IND (Independent Study), DIS (Dissertation), or TR (Thesis Reader), LES (Lessons) the Pay Type will be at their respective rate per student and will not count toward workload.
    - For all other course types, the Pay Type will be Regular and count toward workload, unless enrollment is less than the lower of 50% capacity or 10 students.
      - Enrollment is evaluated as of the first day of classes for each semester. If on that date enrollment is not sufficient for the course to be considered Regular, enrollment will be evaluated during the Program Changes (Add/Drop) period. If at any point during the Program Changes (Add/Drop) period sufficient enrollment is attained, the course will be paid as Regular.
    - The following course types will count towards workload as defined below :
      - INT (Internship) = .5 credits per student supervised (up to 3 credit maximum per course)
        - INT is defined as a course where the faculty supervises a student by meeting with them independently on campus to discuss and advise on their internship experience.
      - STT (Student Teaching) = .67 per student [Post], .2 to .6 per student [BK]

- FLD (Field Experience) = .75 credits per student supervised (up to 3 credit maximum per course)
  - FLD is defined as a course where the faculty supervises a student by meeting with them out in the field to advise and oversee work being performed.
- THE (Thesis) = [Graduate Supervisions Only] 1 credit per student supervised
  - Note: Undergraduate Thesis courses will be labeled as INT and paid as such.

**Adjunct Hiring**

- Adjuncts hiring should only be considered after all full-time faculty have been fully assigned.
- Human Resources will communicate each semester when hiring of adjunct faculty may commence.
- Any hiring requests submitted to HR after the start of the semester may result in delays of payment or class cancellation.

**FT Workload Processing**

- It is **critical** that all of the key milestones of the below calendar be adhered to:
  - Failure for a workload to attain Dean’s approval by the specified date may result in delayed or non-payment.

FT Workload Processing	Activity	Workload Submitted to Dean	Approval & Transmit to Payroll	Begin to Finalize Payroll	Clear Missing Workloads & Finalize Payroll	
	Party	Dept. Chair/Admin. Assistant	Dean	Payroll	Payroll	
	Fall	Last week of Jul.	3 weeks	3rd week of Aug.	4 weeks	3rd week of Oct.
	Spring	2nd week of Dec.		1st week of Jan.		1st week of Mar.
	Summer	2nd week of Apr.		2nd week of May		1st week of Jul.

**Adjunct Workload Processing**

- It is **critical** that all of the key milestones of the below calendar be adhered to :

Adjunct Workload Processing	Activity	Dean Approval & Transmit to Payroll	Payroll Finalizes First Payroll	All other Payrolls	
	Milestone	50-75% Adjuncts Assigned	Finalized	Finalized & Paid	
	Fall	Last week of Aug.	1 week	1st week of Sep.	<p><b>Pay Schedule</b></p> <p>*First payroll - 2 weeks after semester starts</p> <p>*All other payrolls are semi-monthly (5th &amp; 20th)</p> <p>*Summer only: Bi-weekly, may vary based on course length</p>
	Spring	3rd week of Jan.		Last week of Jan.	
	Summer	3rd week of May		Last week of May	

**Questions/Concerns/Comments**

- Exceptions and specific questions may be directed to the Vice President of Academic Affairs or Human Resources.

**6. References**

- LIU policies & procedures.

**7. Definitions**

CBA-Collective Bargaining Agreement. A written legal contract between an employer and a union representing the employees. The CBA is the result of a negotiation process between the parties regarding topics such as wages,

hours, and terms and conditions of employment.

HR-Human Resources.

LIU-Long Island University or the University.

SOP- Standard Operating Procedure.

VP-Vice President.

Workload System-Internally developed LIU system that enables faculty to be assigned to specific courses/course sections, and then calculates academic workload compensation based upon the following data inputs:

- Registrar's PeopleSoft course management & scheduling system
- HR PeopleSoft personnel management system

Course components types and related monetary rates housed within the Workload System