Resolution Number: RS20-394  
March, 2020

Whereas:
RATIONALE: In 2003 the Academic Senate passed resolution RF02-203 establishing an ad hoc taskforce with the charge of ?supporting redefinition of the faculty workload? as .6 teaching (9 WTUs), .2 research, scholarship, and creative activities (3 WTUs), and .2 service (3 WTUs). In 2004 the task force published its report, ?Principles for Defining Normative Workloads at San Francisco State University.? In 2019, the Chair of the Academic Senate and the Provost requested that Faculty Affairs Committee of the Academic Senate review the 2004 report.

Whereas:
after a thorough analysis of the document, Faculty Affairs Committee (FAC), in consultation with the Office of the Provost, identified the lack of clear and current policy guidelines to ensure equity in Faculty Workload Distributions. The FAC also noted that the EP&R 76-36, ?Faculty Workload: Policies and Procedures? referenced by the 2004 report has not been updated since 1992 and is not part of the current Collective Bargaining Agreement (CBA); and

Whereas:
in order to address current issues pertaining to workload equity, the FAC developed and administered a survey for Chairs/Directors in 2019. The survey identified concerns regarding workload equity, and revealed significant differences in how workload is managed across and within Colleges and Departments and;

Whereas:
although each College and Department might have unique circumstances, the survey made clear that more transparency, consistency, and fairness was necessary to promote workload equity. Some of the concerns included disproportionate service burdens on specific classes of faculty, e.g., women of color or by rank, and power issues that might privilege individual access to assigned time and types of courses; and

Whereas:
given the complexity of the issues revealed, and that they affect faculty across the colleges, the FAC and the Office of the Provost agreed that to address these issues transparently and equitably, a task force charged with proposing principles and guidelines for workload equity should be created; therefore, be it

Resolved:
by the Academic Senate of San Francisco State University that a Workload Equity Task Force be created; and be it further
Resolved:  
by the Academic Senate of the San Francisco State University that Task Force members shall be appointed jointly by the Chair of the Academic Senate and the Associate Vice President of Faculty Affairs and Professional Development. The Task Force should comprise a minimum of nine (9) members to include the following:  
- The Associate Dean or Associate Vice President of Faculty Affairs and Professional Development  
- One representative from the CFA  
- One College Dean  
- Six faculty members (one from each college, including a minimum of 1 from FAC)  
Members should reflect the diversity of faculty in the six colleges, including by rank; and be it further  

Resolved:  
that the Charge of this task force is to make recommendations to the Executive Committee of the Academic Senate and the Office of the Provost regarding normative workload, including but not limited to the following:  
- Assigned Time  
- Processes to support equity, transparency, and accountability in service  
- Processes to support equity, transparency, and accountability in Research, Scholarship and Creative Activities (RSCA)  
- Variations in how teaching workload are assigned including how supervisory courses, activity courses, courses of different sizes, and on-line courses are weighted  
- Mechanisms for equity in the normative workload across the campus  
- Mechanisms for faculty flexibility in workload distribution between RSCA and teaching  
- Establish a process for review of proposed guidelines and principles; and be it further  

Resolved:  
that subsequent to the work of the task force, a consultative, shared governance process guided by the Executive Committee of the Academic Senate take place before recommendations are adopted; and be it  

Resolved:  
that all workload guidelines and principles conform to contractual obligations as specified in the CBA.