

Charge from the Dean of Parsons
to the PFA Faculty Affairs Committee Regarding FTF Workload

The Parsons Faculty Assembly is an advisory body to the Dean of Parsons on matters of division-wide academic and curricular concern, particularly FT Faculty Handbook policies. Subcommittees of the PFA, including the Faculty Affairs standing committee, may be charged by the Dean to work on ad hoc tasks.

One of these tasks includes helping the Dean think through the development of a workload policy. The goal of such a policy would be to create a framework to be used by faculty and their respective school deans in the co-development of annual work plans, focused on helping full-time faculty achieve their professional goals while meeting the needs of the division. The Parsons workload policy should accommodate the diversity of curricula, instructional forums, and research agendas in the School, while providing a common point of reference for full-time faculty in all the School's disciplines. With this purpose in mind the charge to the PFA Faculty Affairs Committee is:

Step 1: Conduct research around these questions:

1. Review the FTF Handbook's workload guidelines: What holes or areas of ambiguity exist?
2. Reach out to faculty: What do Parsons faculty identify as the major issues and challenges around workload?
3. Review precedents: What are the workload policies in the seven divisions of TNS, including Parsons? How do their policies align with the organization and types of courses offered with their curriculum (lecture, seminar, studio, thesis advisement, etc.)?
4. Find models: What are sample workload models used by institutions that are similar to Parsons whose tenure-track faculty must meet research/scholarship expectations?

Step 2: Based on this research, develop:

1. A FTF workload framework sufficiently broad or flexible to be applicable Parsons-wide, within which individual work plans can be developed. This framework might consist of several different possible models, to be taken under consideration and discussion with the school dean.
2. Scenarios for teaching/scholarship/service workloads according to frequently-arising faculty categories. These scenarios might look at how a faculty's workload might change in configuration over time, based on movement toward tenure or EE. They might also explore configurations specific to Directors or other types of administrator roles, or those specific to faculty with primary teaching responsibilities, for example. Categories to consider include:

- Term Faculty with primarily teaching assignments
- Term Faculty with significant service (including academic leadership roles)
- Faculty in probationary period (i.e. first four years) of an extended employment track
- Faculty in the post-probationary period (i.e. last 3 years) of an extended employment track
- Faculty in the probationary period (i.e. first four years) of a tenure track
- Faculty in the post-probationary period (i.e. last 3 years) of a tenure track
- Faculty with chair, director or coordinator assignment
- and other scenarios as needed.

3. Conditions and equivalencies for adjusting FTF workload: e.g. externally funded grants, maternity/paternity, cancelled courses, etc. For example, what types of activities would trigger the need for a change in configuration of workload?

The Faculty Affairs Committee's will produce a comprehensive report that provides a summary and analysis of the information it collects, and make recommendations per the development section of this charge. The report will be submitted to the Dean of Parsons by May 22, 2009.

Thanks and appreciation is extended to the members of the PFA Faculty Affairs Committee for accepting this task, which is the very important first step toward a fair and productive workload policy at Parsons and The New School.