

December 13, 2002

CHASS CHAIRS

**Re: Faculty Workload and Course Release Policy**

Attached is a copy of the report recently issued by the College Workgroup on Workload, a faculty committee chaired by Professor of English Steven Axelrod. I am grateful for the hard work of all of the Workgroup members, who produced what I consider to be a fair and balanced analysis of current policies and practices in the College.

As you know, the establishment of the Workgroup was prompted by a College focus on the relationships among faculty workload, course releases, and the temporary academic support budget. In recent months, the University's practices with respect to assignment and calculation of faculty workload have been scrutinized by the legislature and the Bureau of State Audits. President Atkinson has instructed the Executive Vice Chancellors to review and approve all departmental workload policies, and to keep the Office of the President informed of any changes.

To meet this mandate, Executive Vice Chancellor Warren has asked the Deans to provide College policies on workload and course releases. At our meeting on December 17<sup>th</sup> I would like to review the CHASS Workgroup's report and a draft College workload policy, which I will distribute to you then.

Patricia O'Brien  
Dean

attachment

Associate Deans