

**Academic Transformation
Academic Transformation Advisory Council
Monday, February 7, 2022**

Melissa Latimer, Associate Provost for Faculty Development and Culture, and Chris Staples, Executive Director of Academic Personnel, continued the conversation on faculty workload guidelines from the October 18, 2021, meeting.

Workload Guidance

The document is working to make things equitable and transparent

Document will provide guidance for faculty and chairpersons

Approval process: department documents will be approved at department, college, and Provost level

Original offer letter will assist in guidance through first promotion

- what does 1st workload after promotion look like?
- what is the pathway to professor?

Chairs can adjust workloads 10% - more than a 10% change in workload needs dean approval and possibly Provost approval and the documentation must be uploaded to Digital Measures to support promotion