

**Version:** 1.0

**Responsible University Official:** Dean of Libraries

**Effective Date:** July 1, 2017

## 1.0 PREFACE

(Pius) and Medical Center Library (MCL) provide essential services in support of the larger mission of Saint Louis University and its corporate purposes of teaching, research, health care, and service to the community. To accomplish this, they

build collections in all media formats to inspire discovery and investigation into ideas and issues, past and present, that catalyze the innovative teaching and research that characterize the Jesuit tradition of free inquiry;  
process and catalog materials to speed and enhance information discovery and retrieval in order to

**Workload Unit:** As defined in the Saint Louis University *Faculty Workload Policy*, a workload unit is approximately equivalent to one cr



5. Department Chairs and the Dean of Libraries are responsible for ensuring that
  - A. the workload allocation among a department's faculty is equitable and achieves the department's and the library's service obligations;
  - B. faculty are evaluated based upon the agreed workload distribution; and
  - C. by relevant University leave policies.

## 5.0 ESTABLISHING THE LIBRARY FACULTY WORKLOAD POLICY

The Dean of Libraries appoints members of the Pius and MCL faculty to lead the full library faculty in recommendations, consults with the faculty regarding changes, and ultimately approves the policy. The Dean then submits the policy to the Faculty Senate Faculty Workload Policy Review Committee and the Provost for their review and action.

## 6.0 POLICY IMPLEMENTATION

1. Department Chairs and the Dean of Libraries are responsible for ensuring that the workload allocation among a department's faculty is equitable and achieves departmental and library service obligations. The standard library faculty workload for a calendar year is 32 units and is assigned according to the Activity Insight classification incorporated into the library faculty's annual review procedure (see Section 9.0: Appendix).
2. Review of faculty workload is an essential component of the annual review process:
  - A.
    - workload plan.
  - B. Based upon both departmental and library service obligations as well as faculty expertise and interests, Department Chairs and the Dean of Libraries consult with faculty members reporting to them to develop a written workload plan for the next calendar year. Examples:

Cataloger who does some service but most of whose time is spent on cataloging:  
 Librarianship: Collection Development and Management    29 workload units  
 Service    3 workload units

Department chair whose primary role is supervision of a department and its personnel, but who also performs limited public service activity and does some service:  
 Librarianship: Administration, Management, and Planning    25 workload units  
 Librarianship: Education, Outreach, and Public Service    5 workload units  
 Service    2 workload units

Subject librarian whose activity includes multiple aspects of librarianship (including the

member with a reporting line to a Department Chair, recommended modifications must be discussed with and approved by the Department Chair prior to being brought to the Dean of Libraries for consideration and approval.

4. Should a faculty member be unable, for any reason, to perform work expected of him/her during a given calendar year, the Department Chair will, in consultation with the faculty member, determine how to fulfill the workload requirements. This plan must then be approved by the Dean of Libraries.

5. Overload assignments may arise periodically for a variety of reasons. A faculty member must be established in consultation with their Department Chair. All overload assignments are approved on a case-by-case basis by the Department Chair in consultation with the Dean of Libraries.

6. A faculty member invited to do traditional teaching, e.g., teach a content course for an academic department, or University 1010), and receive some form of compensation for that effort from the unit offering the course, may accept that invitation and receive the associated remuneration but the effort associated with the course is not counted toward library workload. Department Chairs and the Dean of Libraries should be informed of such invitations at the time they are extended. The faculty





2. Presentations  
Conference presentations or posters
3. Artistic and Professional Performances and Exhibits  
Exhibitions (scholarly)
4. Funded Research Projects  
Grants
5. Non-Funded Research Projects (any research project for which grant money was not sought via eRs)

Service:

1. Profession
  - a. Committee membership or leadership
  - b. Editorial board membership
  - c. Journal editorship
  - d. Professional societies active participation
2. Public  
Committee membership or leadership Community
3. Department  
Committee membership or leadership Department within library
4. College  
Committee membership Library or Libraries
5. University  
Committee membership or leadership
6. University/Professional/Public
  - a. Conference organizer
  - b. Workshop organizer (in which teaching of some type is a significant part)
  - c. Session chair, conference
  - d. Task force or membership on a team of experts