Process for Appealing Workload Reassignment Decision

If faculty members apply for workload reassignment and do not receive it, then they have the option to appeal the initial decision. Faculty who choose this option are required to complete the appeals process, which is as follows:

1. Faculty members should notify their department chair, via a formal email, that they intend to apply for an appeal. In the email, appellants should request the department chair to provide the annual report letter and workload application to the College Review Committee (CRC) chair.

2. Appealing faculty member should craft a one to two page appeals letter (single-spaced, Times New Roman, 12 point font) in response to the workload decision in question. In the appeals letter, the appellant should provide specific counterpoints regarding publications and research productivity included in the annual report and workload application. The content of the appeals letter should be confined to the evidence contained in the submitted annual report and workload application. The letter must be submitted directly to the CRC chair.

3. Both the department chair and the appellant should provide their evidence no later than one month from the dated annual report decision letter.

4. The CRC will make a recommendation to the department chair regarding the workload for appellants. The recommendation will be made to the department chair by the end of spring semester.

5. The department chair, in consultation with the Dean, will weigh evidence, consider the recommendation provided by the CRC, and make the decision as to the workload for all appellant faculty members designated to the department. All appeals will be settled and communicated to the appellants by the end of the spring semester.

6. Decisions regarding faculty teaching loads will be implemented the upcoming fall semester.

[Note: Spring 2017 appeals will be evaluated on criteria from the 2015 approved workload guidelines. Appeals made from 2018 and onward will be reviewed based upon revised workload guidelines.]