## WORK LOAD RECOMMENDATION FORM

**Date:** 04/18/13  
**Name of Submitter:** William Christensen

**Work Load Change:**  
- [ ] Permanent  
- [X] Temporary

### Recommendation:

Establish two coordinator positions in the Accounting area of the Business department to help find adjuncts, evaluate courses and adjunct instructors, and help academically run Accounting area. As compensation for this position, each faculty member will be offered cash reimbursement for 3 workloads per academic year (Fall/Spring) at $650 per workload OR 3 workloads of release time.

### Justification:

The accounting area within the Business Department is one of the fastest growing subject disciplines. It is anticipated that Accounting will become its own department within a year. If/when Accounting is made a department these Coordinator positions will discontinue. By offering the faculty coordinators the choice of compensation or release time, it will allow the faculty member to maintain their regular academic year workload if they feel they can handle it.

### Recommendation Impact:

<table>
<thead>
<tr>
<th>What position would this apply to:</th>
<th>Up to two coordinators in the accounting area of the business department working.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Related College Activity:</td>
<td>None</td>
</tr>
<tr>
<td>Who else might want to claim rights to this change:</td>
<td>Coordinators in other academic departments.</td>
</tr>
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<td>What college policies would have to change for this recommendation to be adopted:</td>
<td>No policy changes</td>
</tr>
<tr>
<td>What is the academic impact of this recommendation</td>
<td>Up to 3 workload factors per academic year (Fall/Spring) for each of two coordinators if they choose workload release time as opposed to a cash payment.</td>
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<td>What is the financial impact of this recommendation:</td>
<td>Up to $1,950 per semester between two coordinators.</td>
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</table>

### Per Semester Costs:

From $3,300 (3 workload releases x 2 coordinators) to $3,900 (payment for coordinator duties calculated - 3 workloads x $650/wlf x 2 coordinators). Split over the Fall/Spring semesters or applied to one semester at the Dean’s discretion.

### Faculty Load Reductions:

If coordinators choose the cash payment they will be able to keep their regular semester load.

### Adjunct Replacement:

Not applicable.
This change was implemented during the 2012/13 academic year, at the Dean’s discretion and with approval of the AVP. We now seek formal inclusion in the workload policy in order to avoid any confusion with the payroll policies now being implemented.

Signature: William Christensen
Chair’s Signature: On Behalf of Chairs Comments: ____________________
Dean’s Signature: William Christensen Comments: ____________________
Work Load Committee Recommendations: X Approve _____ Disapprove
Signature: Carole Grady
Approved by email vote of the committee, April 19, 2013, until spring semester 2015 at which time needs to be reassessed.