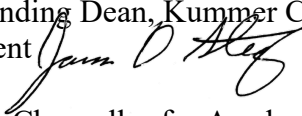


November 3, 2025

From: James Sterling, Vice Provost and Founding Dean, Kummer College of Innovation,
Entrepreneurship, and Economic Development



To: John Harris, Provost and Executive Vice Chancellor for Academic Affairs

CC: Kummer College Department Chairs

Subject: Kummer College Workload Policy

The following workload policy is meant to be consistent with the Collected Rules and Regulations (CRR) 310.080: Tenured and Tenure Track Faculty Workload Policy. For recently hired faculty members or joint appointments with other departments, the terms of a signed offer letter and/or MOU will take precedence.

A typical workload distribution for a tenured and tenure-track (T/TT) faculty member with an active research program and service obligations in the Kummer College is 40% Teaching, 40% Research, 20% Service, and 0% Administration. Consistent with peer institutions and other disciplines at Missouri S&T, faculty members with this 40/40/20/0 workload distribution will normally teach six-credit-hours per semester (ex., 2+2 courses), conduct and oversee a research program, mentor and advise graduate and undergraduate students, and participate in service to the department, college, university, and the profession that is commensurate with their rank.

T/TT faculty members might have their teaching load reduced by buying-out courses. The standard rate of buyout will be in accordance with the current Kummer College Course Buyout policy. Reasons for buyout might include extensive research obligations, the need to prepare future courses, or above average service commitments. The source for the buyout money can come from the faculty member, the department, the dean's office, or other unit. However, all non-administrative T/TT faculty are expected to teach a minimum of one three-credit-hour course per academic year. Buyout money will typically be used to hire replacement instructors.

T/TT faculty members may have their teaching load increased up to 80% (four courses per semester) if research activity is low. This adjustment will be determined by the department chair in consultation with the faculty member. The final distribution of a faculty member's workload in a year for all purposes, including annual evaluations, will be calculated based on their actual teaching, research, and service activity.

A typical workload distribution for non-tenure-track (NTT) teaching or research faculty in the Kummer College is 80% Teaching or Research and 20% Service. For NTT teaching faculty, this results in a teaching expectation of 24 credit hours per year (ex., 4+4 courses) in addition to providing service to the department

or university. For NTT research faculty, research expectations will be dictated by the department. If departments want an NTT faculty member to have a higher teaching, research, or service workload than defined by the typical 80/20 workload, the primary workload distribution (teaching or research) can be reduced to no lower than 60%, with the remaining 40% distributed to the other two functions. The primary workload distribution should not exceed 80%.

Teaching includes formal course instruction, either by classroom or electronic delivery. Research credit-hours are not counted as formal course instruction.

Research includes experimental and applied investigation of fundamental inquiry, supported by analysis, that is intended to create and expand fields of knowledge in the various Kummer College disciplines. Researchers will be expected to publish scholarly work. Based on their discipline, researchers might also be expected to generate external research funding support, as well as advise research assistants and/or postdoctoral researchers. Obtaining a patent and/or commercializing their research will also count toward their research contribution.

Service includes participation on department, college, and university committees, reviewing scholarly works, editorships, organizing meetings/conferences and other service to the profession, performing outreach, advising and mentoring students and student organizations, and contributing to economic development, among others.

Administration includes serving as a dean, provost, chancellor, or an assistant/associate thereof, or a department chair. Service as a department officer (e.g., director or associate chair of undergraduate or graduate studies) would typically not be considered an administrative appointment and therefore might not impact a faculty member's teaching/research/service workload distribution.

 X Approve Not Approve



John Harris, Ph.D.
Provost and Executive Vice Chancellor for Academic Affairs

11/4/2025

Date