# Regis College, Workload Election and Reporting Form

Due to Supervisor **Oct. 15**.

**Purpose.** Ranked faculty members in Regis College elect what to do with one course-equivalent of workload each year to best meet professional goals. All STEPP election involves Supervisor approval, and requires prior Dean approval if the election involves **E**xtraordinary Service, **P**edagogy Development, or **P**rogram Development. **This form is completed by faculty members who are NOT otherwise submitting a Self-Evaluation or Application form**.

**Format & Frequency.** The ranked faculty member completes the STEPP-election form whenever a faculty member is not otherwise completing a Self-Evaluation or Application, and submits it as a single word-processed document containing the information outlined in this form and submitted as a **PDF file** to the Supervisor.

**Evaluation Process and Supervisor Instructions.** Supervisors and faculty members are encouraged to discuss and agree on STEPP elections before submission of the form. By **Oct. 31,** the Supervisor must **e-mail** all approved STEPP election forms in PDF format to the Regis College Dean's Office. Submission of forms constitutes indication of approval. In a case where the Supervisor disapproves of the faculty member's election the supervisor should attach a brief written explanation that clearly identifies the concerns regarding the faculty member's ability to complete the requirements of the disapproved STEPP election.

PART 1. **GENERAL INFORMATION.** Clearly indicate all of the following that are applicable.

- **Name**, **department**, **e-mail address**, and **date** (at time of submission).
- **Current academic rank** (at time of submission); Assistant Professor, Associate Professor, or Professor.

PART 2. **REPORT OF OUTSIDE EMPLOYMENT, BUSINESS INTEREST, AND CONSULTING.** If you engage in outside employment, business interest, and/or consulting during your period of contract, list and briefly describe any "teaching outside the College, outside employment, business interests and consulting activities" in which you are currently engaged or in which you expect to engage. These activities need to be documented and approved by the Dean. Activities *fully* restricted to months during which a faculty member is not under contract and work on grants obtained and paid through Regis University need not be reported. See 2.3.18 in the *Faculty Handbook*. If not applicable, skip this section or indicate that it is not applicable.

PART 3. **STEPP WORKLOAD ELECTION AND REPORTING.** Ranked faculty members in Regis College elect what to do with one course-equivalent of workload each year to best meet professional goals. These categories of workload are **S**cholarship, **T**eaching, **E**xtraordinary Service, **P**edagogy Development, **P**rogram Development, or 1$^{st}$ Year Mission Development. Extraordinary Service, Pedagogy Development (which does not include basic course preparation for disciplinary teaching), and Program Development require a brief written description and written approval from the Supervisor and Dean to be placed in the faculty member's Academic Record File. *Important Note:* Serving as Department Chair or Program Director for certain programs is a **course release** and is *not* **a STEPP election** for Extraordinary Service. Faculty members in these roles also will choose a STEPP election. Clearly indicate all of the following that are applicable.

- **STEPP election for last academic year** and a BRIEF **one or two sentence description of the activities** completed. (Scholarship: identify research/creative-work activities and/or products. Teaching: indicate that you "taught a course". Extraordinary Service, Pedagogy Development, Program Development, and first-year Mission Development: briefly describe your activities.)
- **STEPP election for this academic year** (which was selected and Supervisor approved last year).
- **STEPP election for next academic year** (elected after consultation with the Supervisor) and a BRIEF **one or two sentence description of the planned activities**. (For Extraordinary Service, Pedagogy Development, and Program Development this requires additional approval this may be the brief description you submitted to the Supervisor and Dean for written approval.)

PART 4. **WORKLOAD.** Briefly list the **STEPP elections** *and* any **course release(s)** for this academic year and those anticipated for next academic year.

# Regis College Ranked Faculty-Member Workload Overview

(provided for reference)

Ranked Regis College faculty members have three workload component areas:
**Teaching**, **Service & Scholarship**, and **STEPP**. See RC Faculty Handbook 2.3.6.

The STEPP component is the personalized component of workload elected by a faculty member in consultation with the Supervisor and, in some cases, the Dean.

**Course releases for being Chair or for certain program directorships reduce the number of courses in the Teaching area of workload and are *not* STEPP elections.**

| **Teaching Components of Workload** (9 mo. fac.: 17-19 teach. hrs. ≈6 courses; 12 mo.fac.≈8 courses) | 3 cr. Course Equivalent & Associated Duties | 3 cr. Course Equivalent & Associated Duties | **+ for Faculty Members on 12-Month Contracts** |
|---|---|---|---|
| | 3 cr. Course Equivalent & Associated Duties | 3 cr. Course Equivalent & Associated Duties | 3 cr. Course Equivalent & Associated Duties |
| | 3 cr. Course Equivalent & Associated Duties | 3 cr. Course Equivalent & Associated Duties | 3 cr. Course Equivalent & Associated Duties |

A *course release* reduces the number of courses above.

[For example, a Chair or Program Director for certain programs receives a course release reducing Teaching Workload to 14-16 teaching hours (≈ 5 courses) and **also must make a STEPP election**.]

| **Service & Scholarship Components of Workload** | Student Advising (formal and/or informal) <br><br> Department and/or Program Meeting Attendance and Active Service <br><br> Committee and/or Other Administrative Service <br><br> Convocation and Commencement Attendance <br><br> Attendance at Senate Faculty Forum <br><br> Second and Third Years of the Three-Year New Faculty-Member Mission & Orientation Program | Scholarship (research and/or creative work appropriate to the discipline) <br><br> Consulting (an option as appropriate to the discipline, not diminishing a faculty member's effectiveness, and not in violation of the University's Conflict of Interests Policy, see RC Faculty handbook 2.3.18 ) <br><br> Professional Activity (as appropriate to the discipline) |
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| **STEPP Component of Workload** (*select one* each year in consultation with the Supervisor) | **S**cholarship (sustained, focused scholarly activity) <br><br> **T**eaching a Course (total teaching for 9 mo. fac. is 20-22 teach. hrs. ≈ 7 courses, if no course release; 12 mo. fac. ≈ 9 courses) <br><br> **E**xtraordinary Service* (service that goes far beyond the standard expectations for service) <br><br> **P**edagogy Development* (engaging in innovative and labor-intensive course preparation and teaching activity that goes beyond normal expectations) <br><br> **P**rogram Development* (developing a new program consistent with the College's strategic plan) | Faculty Seminar on the Mission of Regis College* (must be semester-long and meet regularly) <br><br> First Year of the Three-Year New Faculty-Member Mission & Orientation Program <br><br><br> *These STEPP elections (for E, P, P, or Mission Seminar) require written proposals be submitted with the Reporting and Election Form that must be *approved by the Supervisor and the Dean* and will be placed in the faculty member's Academic Record file. |
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Course releases do not affect a faculty member's ability to make a STEPP election.