



MEMORANDUM

To: Academic Deans, Associate Deans, Chairs, and Directors

From: T. Chris Riley-Tillman, Provost and Executive Vice President
Daryll B. DeWald, Executive Vice President for Health Sciences

Subject: Academic Workload Guidance for Academic Student Employees

Date: December 11, 2024

Following the implementation of the [WSU/UAW Contract for Academic Student Employees](#) (ASE), the Provost's Office has carefully considered industry norms and WSU's established [Full-Time Academic Workload FAQs](#) documentation on the Human Resource Services website regarding course load standards. To ensure equity amongst ASEs and that WSU is recognizing their employee status, the existing Workload guidance should be utilized consistently by college deans, associate deans, chairs, and directors.

For those ASEs who are expected to perform teaching duties as their primary responsibility, a half-time academic workload is equivalent to two 3-credit courses per semester, which equates to 40% effort as outlined on the Academic Workload FAQs. Two courses will be taught each semester the teaching role is expected, totaling four courses per academic year. The remaining 10% of an ASE's half-time appointment should be allocated for other duties to meet the position's workload levels as outlined in [Article 13](#).

For ASEs whose appointments do not include teaching duties or involve fewer than two courses per semester, it is the responsibility of the department to ensure these individuals are assigned the appropriate level of work or additional duties outside of their teaching responsibilities to compensate for the reduced teaching load.

[Per Article 13.2](#), "ASEs with a 50% FTE appointment shall not be required to work more than an average of twenty (20) hours per week in a given semester/term and shall not exceed thirty (30) hours in a given week except by the ASE's consent. Alternate percentage appointments will be directly proportional to the 50% FTE appointment in relationship to workload per week." The Provost's Office expects all courses to be developed and designed to fit within the assigned hours allocated.

Any exceptions to the defined academic workload for ASEs, including equivalency adjustments reflective of class size and activities, must be proposed by the respective chair/director and approved by the respective college dean. The Provost's Office will be available to the deans for consultation.