

Shared Workload Agreements (SWA) for Georgia State University Faculty

Overview

A shared workload agreement (SWA) occurs when a faculty member at Georgia State University agrees to perform work outside of their home department which either replaces current workload effort or is done in addition to their current 100% workload (consisting of some combination of teaching, research, and/or service). These agreements can be short (e.g. week, month) or long term (e.g. semester, academic year) but should not be more than a full academic or calendar year and they should not cross fiscal years (7/1 each year). SWAs will normally encumber at least 10% or more commitment from the faculty member. SWAs are between the faculty member, their home unit, and the outside unit where the additional work effort will be performed.

Procedure

The requesting unit entering into the agreement with the faculty member is responsible for validating the work, providing assessment documentation on the agreement, and coordinating with the home academic unit to ensure proper internal approvals are received and payment is made in a timely manner.

The faculty member's home unit will be responsible for providing timely approval or denial of SWAs when requested and will work with the requesting unit to provide information that might be needed for payment of the faculty member (i.e. base salary, sponsored project commitment, summer workload details, etc.). The home unit will also be responsible for adjusting the faculty member's workload configuration (if needed) so that it accurately reflects the work being done.

Each SWA will include deliverable(s), action item(s), and/or expected participation in specified activities by the requesting unit. These duties, along with any compensation, must be explicitly stated in the SWA and be signed by the faculty member and Chair or Supervisors of both the home and requesting units, with both Dean's Offices copied. Finalized agreements will be kept in the faculty member's home unit personnel file and shared with all necessary and relevant home unit Dean's office personnel to ensure that the faculty member is accurately and appropriately compensated for this work.

Compensation

Compensation for SWAs can include, but is not limited to:

- Salary replacement – compensation sent to home unit to cover percentage of workload spent on the SWA.
- Course buyouts – at the normal home unit rate or rate given by the requesting unit.
- Extra compensation – must follow [BOR policy 8.3.12.5](#) and [BPM 5.3.2](#) (University System of Georgia policies guiding payment of compensation above a faculty member's base salary).
- Compensation frequency can be:
 - o A one-time payment after deliverables are received and evaluated. One-time payments should never be given prior to the work being completed.
 - o Monthly compensation while work is ongoing. Monthly compensation should only be offered if the work will span multiple months.

Evaluation

For a SWA where the commitment is at least 10% workload, a statement from the requesting unit must be included in the annual review documentation and evaluated in the review done by the home unit supervisor. This statement can be added by the faculty member in the candidate documentation section or can be requested by the home unit. SWA documentation received must be reviewed as part of the

evaluation process to ensure that the totality of the faculty member's body of work is being recognized by Georgia State University.

Notes

1. A shared workload agreement is **NOT**:
 - A joint appointment – a long term agreement (that can cross fiscal years) between multiple academic departments where a faculty member has shared salary/budgetary responsibility, office and/or lab space, and/or structured evaluations carried out by the departments entered into the agreement.
 - A courtesy appointment – aka 'affiliate faculty status' – an agreement between academic or departmental units where a faculty member is recognized to be affiliated with a unit outside of their academic home. No shared salary, lab/office space, or structured evaluations.
 - A verbal agreement
 - A one-time speaking or instruction engagement

2. Home Academic Units are not responsible for validating the work done under a SWA.