



Presidential Policy Memorandum No. 323

TO: Virginia Tech Administration and Faculty
FROM: Timothy D. Sands
DATE: May 2, 2024
SUBJECT: Task Force to Study Instructor Workloads and Salaries

Approved by Commission on Faculty Affairs:	February 23, 2024
Approved by the University Council:	April 1, 2024
Approved by the President:	May 2, 2024
Effective Date:	May 2, 2024
Policy Expiration:	When the work of the task force concludes.

University Council approved a resolution on the formation of a task force to study instructor workloads and salaries. The resolution was supported by the Faculty Senate.

NOW, THEREFORE, BE IT RESOLVED that the President and Executive Vice President and Provost of Virginia Tech shall sponsor, in accordance with the Guidelines for the Creation of Work Groups, Task Forces, and other ad hoc Committees,¹ and with the advice of all constituent groups, an Instructor Workload and Compensation Task Force consisting of members of the undergraduate and graduate student bodies, faculty, staff, and university administrators. The President and Provost will choose the chair of the Task Force in consultation with the Faculty Senate. The Task Force shall report to the President and Provost; and

THEREFORE, BE IT FURTHER RESOLVED that the function of the Task Force shall be to collect information on instructor workloads and compensation at Virginia Tech and to formulate recommendations aimed at supporting and advancing faculty members in the Instructor ranks. Data collection should include salary surveys and comparison of salaries among the academic colleges to assess compensation in context. The Task Force will determine the scope of its work and methods for collecting and analyzing information that may include job responsibilities, compensation structures, and opportunities for promotion and professional advancement. The sponsors and the Task Force chair shall determine a deadline to submit these recommendations that will be not later than one year following the establishment of the Task Force.

¹ <https://policies.vt.edu/assets/Guidelines-for-Creation-of-Work-Groups-and-Other-ad-hoc-Committees.pdf>

Following is the text of the resolution in its entirety.

WHEREAS, Instructors serve a vital role in the educational mission of the university; and

WHEREAS, recruiting and retaining world-class Instructors aligns with the university's desire to achieve and sustain global distinction; and

WHEREAS, the Faculty Handbook describes Instructors as "valuable contributors to departmental and institutional missions," therefore "they are entitled to fair treatment and compensation;" and

WHEREAS, the expectations of Instructors have increased beyond classroom instruction and, in many cases, include service and/or research; and

WHEREAS, the cost of living in the geographical regions surrounding Virginia Tech campuses has outpaced increases to Instructor salaries and evolving standards of compensation have led to salary compression; and

WHEREAS, gaps may exist within colleges and departments in compensation for Instructors, which negatively impact morale and quality of life;

NOW, THEREFORE, BE IT RESOLVED that the President and Executive Vice President and Provost of Virginia Tech shall sponsor, in accordance with the Guidelines for the Creation of Work Groups, Task Forces, and other ad hoc Committees,² and with the advice of all constituent groups, an Instructor Workload and Compensation Task Force consisting of members of the undergraduate and graduate student bodies, faculty, staff, and university administrators. The President and Provost will choose the chair of the Task Force in consultation with the Faculty Senate. The Task Force shall report to the President and Provost; and

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