

CBA Article 13. College of Arts and Sciences Unit Academic Workload Policy outline sample
(November 17, 2021)

Academic Workload Policy – Department of <X>

I. OVERVIEW

The Department of <X> recognizes all three elements of bargaining unit member's work to be teaching, scholarship, and service. Each of these categories are described below:

Teaching

Teaching is understood to include all Activities associated with the instruction of students. Teaching duties extend outside of the classroom and include, but are not limited to: instruction in courses with assigned credit hours and instructional assignments, such as thesis, dissertation, seminar, and special problems supervision; course preparation including syllabus preparation/revision, group or individual office hours, evaluation of student learning objectives, grading, mentoring of students, writing letters of recommendation, and assessment of departmental and state-wide learning objectives

Scholarship

Scholarly work (also referred to as scholarship or research) is understood to include any work carried out and documented by bargaining unit members to produce and disseminate new knowledge or creative works. This can include any effort founded on the expertise and training of the bargaining unit member, and examples of this production and dissemination include: laboratory or archival based research; community-based scholarship; pedagogical research; publication; development and sharing of creative works, both artistic and literary; exhibitions; grant writing and principal investigator (PI) duties; mentoring of research students; and conference presentations/panels.

Service

Service is understood to include any activity performed by the member that does not fall into the definitions of teaching and scholarship, and whose completion is oriented towards supporting the full and effective functioning of the department, institution, or academic discipline or academic community more broadly, as well as effort to serve the public and broader community beyond the academy. These activities include, but are not limited to: participation in shared governance; participation in department-, campus- and system- wide committees; advising of students; provision of mentoring of students and colleagues; participation in Masters or PhD committees; participation in branch campus faculty assembly meetings; participation in departmental meetings; participation in graduation ceremonies; participation in recruitment activities for students; participation in recruiting and hiring activities for faculty and staff; participation in tenure and promotion panels; advising or providing expertise to UNM initiatives; community, regional, national, or global service engagements; activity in national and international societies in the academic field of the member; organization of conferences; peer review of scholarly works; acting as a journal editor; jurist for creative works exhibition; and organization or participation in community outreach events.

II. Workload Norms (by title and rank)

Lecturer (I, II, or III)

Teaching Four courses per semester or eight courses per academic year. Courses taught, without additional compensation, during the winter and summer sessions count.

Scholarship No scholarship is expected.

Service One department committee assignment per academic year.

Senior Lecturer (I, II, or III)

Teaching Three courses per semester or six courses per academic year. Courses taught, without additional compensation, during the winter and summer sessions count.

Scholarship No scholarship is expected.

Service Some administrative duties equivalent to the workload of one course per semester or two courses per academic year. At least one department committee assignments per academic year, including at least one involving undergraduate curriculum.

Principal Lecturer (I, II, or III)

Teaching Three courses per semester or eight courses per academic year. Courses taught, without additional compensation, during the winter and summer sessions count.

Scholarship No scholarship is expected.

Service Some administrative duties equivalent to the workload of one course per semester or two courses per academic year. At least two department committee assignments per academic year, including at least one involving undergraduate curriculum.

Assistant Professor

Teaching Two courses per semester or four courses per academic year, not including winter intersession and summer.

Scholarship At least one paper published or submitted for publication in accordance with the department's published performance expectations policy. One grant proposal submitted every two calendar years.

Service Serving on one department standing committees per academic year.

Associate Professor

Teaching Two courses per semester or four courses per academic year, not including winter intersession and summer.

Scholarship At least two papers published or submitted for publication in accordance with the department's published performance expectations policy. One grant proposal submitted each calendar year.

Service Serving on at least two standing committees per academic year.

Professor

Teaching Two courses per semester or four courses per academic year, not including winter intersession and summer.

Scholarship At least three papers published or submitted for publication in accordance with the department's published performance expectations policy. Two grant proposals submitted each calendar year.

Service Serving on at least two standing committees per academic year. Service on at least one committee outside the department (College, University).

III. Mitigating (Modifying) Factors

A. Course releases

Faculty performing the following intensive administrative duties will receive course releases according to the following schedule. Partial course releases can be accumulated and converted to full course release in a semester negotiated with the unit chair or director.

- a) Graduate Committee Chair - 1.0 course per academic year
- b) Undergraduate Committee Chair – 1.0 course per academic year
- c) Curriculum Committee Chair – 0.5 course release per academic year

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B. Other factors

Faculty performing the following activities will accrue course release credit according to the following schedule:

- a) Teaching undergraduate class >100 students – 0.25 course per academic year
- b) Serving as a PhD committee chair – 0.1 course per academic year
- c) Editing a journal – 0.25 course per academic year
- d) Directing a Category 1 research center – 0.5 course per academic year

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Course release credits can be accumulated for up to four semesters.

This workload policy recognizes and incorporates the College research-funded course buyout policy.

IV. Overload Compensation

In alignment with the CBA Article 13 and relevant University policies, a faculty of a particular rank teaching more than the normal workload for that rank will be considered teaching an overload.

Teaching overloads will be compensated at the TPT rate per course.

V. Special Administrative Components (SAC)

Given this workload policy provides reduction of teaching workload in accordance with the schedules above for mitigating factors, in general faculty performing administrative duties will not receive additional compensation. However, it may be the preference of some bargaining unit members to receive salary in lieu of course releases. In this case a SAC will be paid in proportion to the relevant course release factor, at the rate of 1.0 courses equal to the current compensation paid for one course taught by a TPTI.

Teaching releases and SACs cannot be combined as compensation for the same administrative or service appointment.

VI. Annual Review of Workload Expectations

Each year, in the spring semester and before May 1, the department chair will undertake a review of each bargaining unit member's workload expectations in accordance with the parameters set out in this policy. The review will include a system of accounting for work done during the academic year.

The annual review has two components:

- a) review of work done consistent with the previous year's expectations established in the previous review, and
- b) review the current expectations and establish revised expectations for the next review cycle.

An accounting of total workload will sum to 100 points. Each bargaining unit member will, by agreement with the chair/director and in accordance with this policy, allocate their workload, based on rank norms and applicable modifying factors, to sum to 100 points. Points are recognized to reflect all dimensions of workload and may vary from the traditional allocation of 40/40/20 assigned to teaching/scholarship/service of tenured and tenure-track faculty.

The department recognizes faculty member's interests and focus can change over time, which may be reflected in flexibility in the distribution of workload between teaching, scholarship, and service. It is during the annual workload review that each faculty member can express a desire to alter the distribution of workload across these categories within reason. As examples, teaching may be reduced for one or two semesters with a corresponding increase in scholarly workload, however this cannot persist beyond two semesters. Similarly, a faculty member may

wish to substitute more teaching for less scholarship, however any teaching above the norm established in section II will not be considered a teaching overload.

In the spirit of transparency and accountability, the workload expectations accounting for each bargaining unit member will be made available to any bargaining unit member in the department each year upon request.

VII. Concluding Remarks (if considered necessary)

Bargaining unit members should be aware that as this workload policy is established as required by Article 13 of the Unit 1 CBA, any part of this policy is grievable under Article 17 of the CBA.