

I. Workload includes the following, as defined by the CBA, Article 13:

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; curriculum development, review of literature and research in their subject area for the purpose of teaching, review of literature on instructional methodology, and adult learning theory; and construction of and preparation for online courses.

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; serving in the position of a lead journal editor; jurist for creative works exhibition; and organization or participation in community outreach events.

II. Common Expectations Via Rank (to be modified for each individual faculty member) via 100pt scales

Lecturer (I, II, III)

Teaching	80
Research	00
Service	20

Senior Lecturer (I, II, III)

Teaching	80
Research	00
Service	20

Principal Lecturer (I, II, III)

Teaching	80
Research	00
Service	20

Assistant

Teaching	40
Research	40
Service	20

Associate

Teaching	40
Research	40
Service	20

Full

Teaching	40
Research	40
Service	20

WORKLOAD NORMS by TITLE & RANK

LECTURER Workload Categories:

Teaching

Will take into account (but not be limited to) the following:

- whether the teaching load includes different sections of the same class vs. different classes
- teaching lower-division vs. upper-division classes
- curriculum development: teaching a new class/redesigning a class/teaching a previously taught class
- organization of student conferences (whether graduate or undergraduate)
- whether the teaching load includes large enrollment classes

The quantity of service provided (to be negotiated with the chair of the program and in coordination with the program) will also be considered in measuring whether this category has been satisfied.

Scholarship

No scholarship is expected

Service

Will take into account (but not be limited to) the following:

- participation in shared governance
- participation in department-, campus- and system- wide committees
- advising of students
- working with students on independent studies
- advising a student club
- mentoring of students and colleagues
- participation in departmental meetings
- participation in graduation ceremonies
- participation in recruitment activities for students
- participation in recruiting and hiring activities for faculty and staff
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

Lecturer I and II

Teaching - 3 courses per semester or 6 courses per academic year. This number may be adjusted based on overloads in service or other forms of teaching, to be arranged with the chair of American Studies.

Scholarship - not required. One session of professional development per academic year is recommended when and (only) if funding is made available.

Service – Service equivalent to the workload of one course per semester. This service should include service on an American Studies committee, as well as service drawn from any combination of (but not limited to) the following:

- participation in shared governance
- participation in program-, campus- and system- wide committees where appropriate
- advising of students
- working with students on independent studies
- advising a student club
- mentoring of students and colleagues
- participation in unit meetings

- participation in graduation ceremonies
- participation in recruitment activities for students
- participation in recruiting and hiring activities for faculty and staff where appropriate
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

Lecturer III

Teaching - 3 courses per semester or 6 courses per academic year. This number may be adjusted based on overloads in service or other forms of teaching, to be arranged with the chair of American Studies.

Scholarship - not required. One session of professional development per academic year is recommended when and (only) if funding is made available.

Service – Service equivalent to the workload of one course per semester. This service should include service on an American Studies committee, as well as service drawn from any combination of (but not limited to) the following:

- participation in shared governance
- participation in program-, campus- and system- wide committees where appropriate
- advising of students
- working with students on independent studies
- advising a student club
- mentoring of students and colleagues
- participation in unit meetings
- participation in graduation ceremonies
- participation in recruitment activities for students
- participation in recruiting and hiring activities for faculty and staff where appropriate
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

Senior Lecturer I and II

Teaching - 3 courses per semester or 6 courses per academic year. This number may be adjusted based on overloads in service or in other forms of teaching, to be arranged with the chair of American Studies.

Scholarship - not required. One session of professional development per academic year is recommended when and (only) if funding is made available.

Service – Service equivalent to the workload of one course per semester. This service should include service on an American Studies committee, as well as service drawn from any combination of (but not limited to) the following:

- participation in shared governance
- participation in program-, campus- and system- wide committees where appropriate
- advising of students
- working with students on independent studies
- advising a student club
- mentoring of students and colleagues
- participation in unit meetings
- participation in graduation ceremonies
- participation in recruitment activities for students
- participation in recruiting and hiring activities for faculty and staff where appropriate
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

Senior Lecturer III

Teaching - 3 courses per semester or 6 courses per academic year. This number may be adjusted based on overloads in service or other forms of teaching, to be arranged with the chair of American Studies.

Scholarship - not required. One session of professional development per academic year is recommended when and (only) if funding is made available.

Service – Service equivalent to the workload of one course per semester. This service should include service on the religious studies committee, as well as service drawn from any combination of (but not limited to) the following:

- participation in shared governance
- participation in program-, campus- and system- wide committees where appropriate
- advising of students
- working with students on independent studies
- advising a student club
- mentoring of students and colleagues
- participation in unit meetings
- participation in graduation ceremonies
- participation in recruitment activities for students
- participation in recruiting and hiring activities for faculty and staff where appropriate

- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

Principal Lecturer I and II

Teaching - 3 courses per semester or 6 courses per academic year. This number may be adjusted based on overloads in service or other forms of teaching, to be arranged with the chair of American Studies.

Scholarship - not required. One session of professional development per academic year is recommended when and (only) if funding is made available.

Service – Service equivalent to the workload of one course per semester. This service should include service on an American Studies committee, as well as service drawn from any combination of (but not limited to) the following:

- participation in shared governance
- participation in program-, campus- and system- wide committees where appropriate
- advising of students
- working with students on independent studies
- advising a student club
- mentoring of students and colleagues
- participation in unit meetings
- participation in graduation ceremonies
- participation in recruitment activities for students
- participation in recruiting and hiring activities for faculty and staff where appropriate
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

Principal Lecturer III

Teaching - 3 courses per semester or 6 courses per academic year. This number may be adjusted based on overloads in service or other forms of teaching, to be arranged with the chair of American Studies.

Scholarship - not required. One session of professional development per academic year is recommended when and (only) if funding is made available.

Service – Service equivalent to the workload of one course per semester. This service should include service on the agreed upon an American Studies committee, as well as service drawn from any combination of (but not limited to) the following:

- participation in shared governance
- participation in program-, campus- and system- wide committees where appropriate
- advising of students
- working with students on independent studies
- advising a student club
- mentoring of students and colleagues
- participation in unit meetings
- participation in graduation ceremonies
- participation in recruitment activities for students
- participation in recruiting and hiring activities for faculty and staff where appropriate
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

TENURED & TENURE-TRACK FACULTY Workload Categories:

Teaching

Will take into account (but not be limited to):

- whether the teaching load includes different sections of the same class vs. different classes
- teaching lower-division vs. upper-division classes
- curriculum development: teaching a new class/redesigning a class/teaching a previously taught class
- participating in workshops to develop on-line courses
- organization of student conferences (whether graduate or undergraduate)
- advisement of M.A. and Ph.D. Theses
- whether the teaching load includes large enrollment classes

Scholarship

Will take into account (but not be limited to):

- all forms of publication in the person's field or in related fields of expertise (monographs, essays, encyclopedia entries, etc.)
- invited guest lectures and presentations
- conference attendance (professional)
- organization of conferences and conference panels
- archival and laboratory work, and data gathering (including community-based)
- pedagogical research
- grant writing and activity as a Principal Investigator (PI) on a grant
- evaluation for publication of journal articles, essays and monographs for publication in the field of expertise or in related fields
- editing a journal special issue
- serving in an editorial position for a journal
- community-engaged research
- public dissemination of research (media, podcast communication)

Service

Will take into account (but not be limited to):

- participation in shared governance
- participation in department-, campus- and system- wide committees where appropriate
- advising of students
- working with students on independent studies
- advising a student club
- mentoring of students and colleagues
- participation in unit meetings
- participation in graduation ceremonies
- participation in recruitment activities for students
- participation in recruiting and hiring activities for faculty and staff
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- professional training that contributes to professional development and pedagogical training
- community outreach
- attending student conferences and events

Assistant Professor

Teaching - 2 courses per semester or 4 courses per academic year. This number may be adjusted based on overloads in service or other forms of teaching, to be arranged with the chair of American Studies.

Scholarship – Progress towards submission or publication of one paper per year in accordance with the department's published performance expectations policy. The publication of a monograph will satisfy this requirement for three years. Attending at least one in-person or virtual conference per year for as long as the institution continues to participate in the funding of such professional activities.

Additional work in this category that may fulfill this requirement may consist of (but not be limited to):

- editing or co-editing a volume or special edition of a journal, and/or publishing a chapter in a collected volume.
- laboratory or archival based research
- community-based or public scholarship
- pedagogical research
- grant writing and principal investigator (PI) duties
- mentoring of research students
- evaluations of manuscripts for publications for journals and presses
- acting as a journal editor

Service – Service equivalent to the workload of one course per semester. This service should include service on the religious studies committee, as well as service drawn from any combination of (but not limited to) the following:

- participation in shared governance
- participation in program-, campus- and system- wide committees where appropriate
- advising of students
- working with students on independent studies
- advising a student club
- mentoring of students and colleagues
- participation in unit meetings
- participation in graduation ceremonies
- participation in recruitment activities for students
- participation in recruiting and hiring activities for faculty and staff where appropriate
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

Associate Professor

Teaching - 2 courses per semester or 4 courses per academic year. This number may be adjusted based on overloads in service or other forms of teaching, to be arranged with the chair of American Studies.

Scholarship - Progress towards submission or publication of one paper per year in accordance with the department's published performance expectations policy. The publication of a monograph will satisfy this requirement for three years. Attending at least one in-person or virtual conference per year for as long as the institution continues to participate in the funding of such professional activities.

Additional work in this category that may fulfill this requirement may consist of (but not be limited to):

- editing or co-editing a volume or special edition of a journal, and/or publishing a chapter in a collected volume
- laboratory or archival based research
- community-based or public scholarship
- pedagogical research
- grant writing and principal investigator (PI) duties
- mentoring of research students
- evaluations of manuscripts for publications for journals and presses
- acting as a journal editor

Service – Service equivalent to the workload of one course per semester. This service should include service on an American Studies committee, as well as service drawn from any combination of (but not limited to) the following:

- participation in shared governance
- participation in program-, campus- and system- wide committees where appropriate
- advising of students
- working with students on independent studies
- advising a student club
- mentoring of students and colleagues
- participation in unit meetings
- participation in graduation ceremonies
- participation in recruitment activities for students
- participation in recruiting and hiring activities for faculty and staff where appropriate
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

Professor

Teaching - 2 courses per semester or 4 courses per academic year. This number may be adjusted based on overloads in service or other forms of teaching, to be arranged with the chair of American Studies.

Scholarship - Progress towards submission or publication of one paper per year in accordance with the department's published performance expectations policy. The publication of a monograph will satisfy this requirement for three years. Attending at least one in-person or virtual conference per year for as long as the institution continues to participate in the funding of such professional activities.

Additional work in this category that may fulfill this requirement may consist of (but not be limited to):

- editing or co-editing a volume or special edition of a journal, and/or publishing a chapter in a collected volume
- laboratory or archival based research
- community-based or public scholarship
- pedagogical research
- grant writing and principal investigator (PI) duties
- mentoring of research students
- evaluations of manuscripts for publications for journals and presses
- acting as a journal editor

Service – Service equivalent to the workload of one course per semester. This service should include service on an American Studies committee, as well as service drawn from any combination of (but not limited to) the following:

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- participation in graduation ceremonies
- participation in recruitment activities for students
- participation in recruiting and hiring activities for faculty and staff where appropriate
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

III. Possible Modifications of Workload include, but not limited to:

- Directorship within the Department, such as Graduate Director or Undergraduate Director
- Directorships of programs or institutes outside the Department
- Leadership or role in time intensive community work
- Leadership in national or international organization
- Serving as in the position of a Journal Editor
- High enrolling undergraduate courses (> 60) without Teaching Assistants
- New online courses, or teaching online for the first time
- High number of graduate advisees

- Principal Investigator or lead role in a large grant that benefits UNM or the Department

IV. Course Releases

Course releases are given to faculty who serve in the following positions:

- Chair
- Graduate or Undergraduate Director of Program
- Director of a program or institute at UNM
- Journal Editor Position

Course releases might be negotiated with the Chair with any of the duties under the modifications list in Section V above.

V. Teaching Overload Compensation

In alignment with the CBA Article 13 and relevant University policies, a faculty member 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.

Overload compensation will be paid from unit funds and will not be provided by the College directly or through the TPT allocations, unless approved by the Dean. If the unit cannot offer pecuniary compensation, the faculty member may be compensated in-kind by adjusting workload as specified in the treatment of mitigating factors.

VI. Special Administrative Components (SAC)

Faculty who are in service positions that are time-intensive may receive a SAC, coordinated through the Chair and the Dean's office.

The Special Administrative Component (SAC) policy of the College of Arts and Sciences is incorporated into this workload policy. All SACs paid to faculty by the unit will be consistent with the College SAC policy for Category B appointments. Category B SACs are paid out of unit funds and will not be provided by the College. If the unit cannot offer pecuniary compensation, the faculty member may be compensated in-kind by adjusting workload as specified in the treatment of mitigating factors.

VII. Annual Review and Individualized Workloads

The Chair will annually review and approve the workloads for all faculty via an individualized conversation with each faculty member. This conversation will occur during preparation for the annual review. The annual reviews will include the workload for each faculty member and consider possible adjustments for the following year based on faculty needs. The workloads may be adjusted at any time throughout the year with the approval of the Chair.

Dean Approved: 4/4/2022

Provost Approved: 4/23/22

To Be Reviewed: 2023