



STUDIO · HISTORY · EDUCATION

Workload Policies and Expectations

Name:

Rank:

Semester:

Spring Semester Submission: Tenured faculty submit 3-year CV along with the workload report

Faculty Teaching Expectations

Assistant Professors

- Your teaching load is 2 courses per semester in addition to documented mentorship of students. Documented mentorship includes chairing a graduate or undergraduate student committee, being a member of a graduate or undergraduate committee, work with UNM students enrolled in independent studies, tutorials, and field experiences, or work in an official manner with students from another university, nationally or internationally. You are expected to mentor/advise a minimum of 3 students outside of your courses. It is recommended not to exceed the number of student mentees beyond 8. Please indicate if you are chairing a student committee which should reduce the number of students you are mentoring to a minimum of 2.

Tenured Professors

- Your teaching load is 2 courses per semester in addition to documented mentorship of students. Documented mentorship includes chairing a graduate or undergraduate student committee, being a member of a graduate or undergraduate committee, work with UNM students enrolled in independent studies, tutorials, and field experiences, or work in an official manner with students from another university, nationally or internationally. You are expected to work with a minimum of 5 students outside of your courses. It is recommended not to exceed the number of student mentees beyond 10. Please indicate if you are chairing a student committee which should reduce the number of students you are mentoring to a minimum of 4.

Lecturer

- Your teaching load is 5 courses per academic year, divided into 2 courses one semester and 3 courses the alternate semester. You are not expected to be part of student committees.

Professor of Practice

- Your teaching load is 2 courses per semester in addition to documented mentorship of students. Documented mentorship includes being a member of a graduate or undergraduate student committee, working with UNM students enrolled in independent studies, tutorials, and field experiences, or work in an official manner with students from another university, nationally or internationally. You are expected to mentor/advise a minimum of 2 students

outside of your courses. It is recommended not to exceed the number of student mentees beyond 8. Please indicate if you are chairing a student committee which should reduce the number of students you are mentoring to a minimum of 1.

Additional Teaching Support:

Faculty shall receive teaching support in form of a Graduate Assistant when teaching large classes. Art History faculty will receive the support of one Graduate Assistant per 50 students in a course. Art Studio and Art Education faculty will receive the support of one Graduate Assistant per 25 students enrolled in a course.

Approved Reasons for Course Release

Art Department's Teaching Load Policy [rev.9/9/21]: A teaching load reduction shall normally not exceed one course per semester. Certain administrative roles in the department come with a standard one-course reduction. These are: Chair, Associate Chair and Graduate Director. All faculty are eligible to apply for a course reduction within the following guidelines and policy. Faculty are expected to fully participate in the department while having a reduction in teaching load. Participation in mentoring students, committee work, and meeting administrative deadlines is expected.

Eligibility Requirements:

- First Priority will be given to tenure-track faculty between year 3 and 5, who are preparing their research/creative work for promotion in year 6.
- Second Priority will be given to faculty who have not received a teaching load reduction or sabbatical within the past 3 years.

Course relief may be granted for the following (mirroring the *Faculty Handbook Policy C110: Teaching Assignments* (<https://handbook.unm.edu/c110/>):

- Exceptional productivity in scholarship/research/ or creative work
- Released time for course or curriculum development
- Research and creative work in preparation for promotion to tenure
- Load reduction in compensation for a teaching overload in an alternate semester (which would be arranged with the chair or Dean only under special circumstances).

Per the UNM Faculty Union: Article 10: Research Leave for Tenure-Track Faculty

All eligible tenure-track faculty in the bargaining unit, during their probationary appointment are eligible for Research Leave.

The purpose of this leave is to provide some teaching release (a minimum of two (2) courses) before the tenure review so that the bargaining unit member has additional time to strengthen their research/scholarly/creative works portfolio.

1. Research leave may entail being entirely released from teaching for a semester or multiple course releases over a series of semesters, dependent on college/department policy.
2. It is understood that while the bargaining unit member may be released from their teaching duties, they will have service responsibilities during this time.

Please list your teaching assignments and commitments of student mentoring.

A. Teaching

1. List your lectures, seminars, studio courses; please list cross-listed classes as one course (i.e., 400/500). Identify enrollment in your classes.

-
-

2. List the problems, independent studies and tutorials that you offer this semester. Identify enrollment in your classes.

-
-
-

B. Mentoring

3. List the graduate committees and undergraduate honors committees that you participate in. Clarify if you are the chair or a member of the committee.

-
-
-
-
-
-
-

Faculty Research Expectations

Assistant Professors

- You should be involved in at least 1 research/creative project. Demonstrate and describe your research agenda and document the progress you have made within this past year. Explain how the research/creative project(s) helps you establish a national profile that will support your tenure and promotion application.

Tenured Professors

- You should be involved in at least 1 research/creative project. Demonstrate and describe your research agenda and document the progress you have made within this past year. Explain how the research/creative project(s) helps you maintain a national profile.

Lecturer

Professor of Practice

- Discuss how you participate in your discipline. No additional research project is expected.
- Discuss how you participate in your discipline. No additional research project is expected.

In no more than 250 words, briefly describe your research agenda. You can list your project(s) in bullet points or describe in essay format.

Faculty Service Expectations

- Assistant Professors
 - Serve on 2 committees at department/college or university level, or as part of a professional national or international organization
- Tenured Professors
 - Serve on 2-3 committees at department/college or university level, or as part of a professional national or international organization
- Lecturer
 - Serve on 1 committee at department/college or university level, or as part of a professional national or international organization
- Professor of Practice
 - Serve on 1 committee at department/college or university level, or as part of a professional national or international organization

Please review and, if necessary, add to the Art Department/CFA/UNM Committee chart to identify the committees you are serving on and that you would like to serve on.

Please identify which service roles you are playing this year that will end this academic year:

-
-
-
-

Please identify which service roles you are playing this year that continue into the following academic year:

-
-

Please identify any service roles you would prefer to play in the future. We encourage all faculty to identify at least 4 service roles.

-
-
-
-