

## **CBA Article 13. College of Arts and Sciences Unit Academic Workload Policy outline sample**

### **Academic Workload Policy – Department of Earth & Planetary Sciences**

#### **I. OVERVIEW**

The Department of Earth & Planetary Sciences recognizes all three elements of a 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, service on MS and PhD committees (at UNM and other institutions), writing letters of recommendation, and assessment of departmental and state-wide learning objectives. An essential part of teaching in the department is supervision of graduate student thesis work (both MS and PhD) and undergraduate research mentorship.

##### **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, field, specimen, or archival based research; community-based scholarship; collaborative research projects, pedagogical research; publication in peer-reviewed journals and books; contract and grant writing and principal investigator (PI) duties; mentoring of research students; and conference presentations.

##### **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; provision of 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; 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; and organization/participation in community outreach events.

The department anticipates annual revisions of this policy to align our teaching and research expectations with other science departments at UNM while maintaining our current curriculum.

## **II. Workload Norms (by title and rank)**

### **Principal Lecturer (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 including at least two department or college committee assignments per academic year, including at least one involving undergraduate curriculum.

### **Assistant Professor**

Teaching: Three courses per academic year, not including winter intersession and summer. Advising graduate students such that a graduate program is established and mentoring undergraduate research if desired.

Scholarship: Ongoing research activities as described in the research preamble. Papers published or submitted for publication in accordance with the department's published performance expectations policy. Sufficient grant proposal submissions to begin to establish external funding for research.

Service: Serving on at least one department standing committee per academic year and other service activities to the profession as described in the service preamble.

### **Associate Professor**

Teaching: Three courses per academic year, not including winter intersession and summer. Advising graduate students to maintain an active graduate program and mentoring undergraduate research if desired.

Scholarship: Ongoing research activities as described in the research preamble. Papers published or submitted for publication in accordance with the department's published performance expectations policy. Sufficient grant proposal submissions to maintain external funding for research.

Service: Serving on at least two standing committees (departmental, college or university) per academic year and other service activities to the profession as described in the service preamble.

## Professor

Teaching: Three courses per academic year, not including winter intersession and summer. Advising graduate students to maintain an active graduate program and mentoring undergraduate research.

Scholarship: Ongoing research activities as described in the research preamble. Papers published or submitted for publication in accordance with the department's published performance expectations policy. Sufficient grant proposal submissions to maintain external funding for research.

Service: Serving on at least two standing committees per academic year and other service activities to the profession as described in the service preamble.

### 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) Editor in Chief of a Journal - 1.0 course per academic year
- b) Substantial administrative work with national/international organization (e.g. IPCC) – 1.0 course per academic year
- c) New faculty: In E&PS, offer letters for new faculty members include a two class teaching release during the first two semesters on campus to enable the faculty member to establish a new research program.

#### B. Other factors

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

a) *Sabbatical Leave* ([CBA Article 11](#)) and *Academic Leave for Senior and Principal Lecturers* ([CBA Article 12](#)). Both benefits are administered as described in UNM's Collective Bargaining Agreement, and require prior approval, with deadlines in Aug/Sept (for leaves beginning in spring semester) and in December (for leaves beginning in fall semester). Applications are submitted to the Chair, who evaluates the number of requests and the impact of these leaves on department teaching in conjunction with the departmental sabbatical committee before deciding whether or not to grant departmental approval in each case.

- *Sabbatical Leave for Tenure-Track Faculty* is available for a single semester (2/3 pay after six semesters service, or full pay after 12 semesters of UNM service) or two semesters (2/3 pay after 12 semesters of UNM service). In general, no more than 1/7<sup>th</sup> of the Tenure-Track faculty may be on sabbatical leave in a given semester.

- *Academic Leave for Senior and Principal Lecturers* is available for a single semester at full pay for lecturers who have achieved the rank of Senior Lecturer or above. In general, only one Senior or Principal Lecturer per department may utilize this benefit in a given semester.

This workload policy recognizes that teaching releases may be granted by administrative units above the department including, but not limited to, the College of Arts & Sciences pre-tenure research semester and the Vice-President for Research WeR1 program.

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, depending on enrollment.

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.

#### **V. Special Administrative Components (SAC)**

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.

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. For example, a faculty member may wish to substitute more teaching for less scholarship.

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**

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.