

# ACADEMIC WORKLOAD

## BUSINESS AND APPLIED TECHNOLOGIES DIVISION

### UNIT 1 FACULTY, UNM GALLUP

#### 1. AS REQUIRED BY THE COLLECTIVE BARGAINING AGREEMENT BETWEEN UA-UNM AND UNM ADMINISTRATION THE FOLLOWING CATEGORIES MUST BE DEFINED BY EACH DIVISION:

- A. Published workload definitions of expectations for each faculty rank in all three categories of Teaching, Scholarly Work and Service based on a 100-point scale.
- B. Approved reasons for course releases.
- C. Division standards for teaching overloads including compensation.

#### 2. IMPLEMENTATION

- A. The below calculations are typical workload expectations and can be altered to suit the needs of the faculty and the division in an agreed upon yearly Faculty/Chair Agreement.
- B. This workload policy will go into effect for the Fall 2022 semester and the individual workload expectations for each member will be evaluated annually, based on this policy, by the division chair.

#### 3. ACADEMIC WORKLOAD CALCULATION OPTIONS FOR LECTURERS

- A. Based on a 100-point scale, the typical academic workload for faculty in this category is 100 points.

**Option One:** This translates to a 15-credit hour teaching load per semester and represents the entire FTE expectation. No scholarship or service will be required under this option.

15-credit hour load/Fall semester = 50 points

15-credit hour load/Spring semester = 50 points

**Option Two:** This translates to a 12-credit hour teaching load or *equivalent* per semester and will include the opportunity for division faculty to participate in professional development and/or service. An overload will be granted for credits taught beyond this load.

1. Professional development can include, but is not limited to: initiating or maintaining industry-recognized credentials, attendance at discipline-related conferences/workshops/trainings, or presenting at a state, regional or national conference associated with career and technical education or a faculty member's specific area of expertise.
2. Service can include, but is not limited to: actively participating on a UNMG Faculty Assembly committee, a UNMG ad hoc committee, sponsoring a student organization or actively participating on a community-based committee or board.
  - o 12-credit hour load/Fall semester = 40 points

- 12-credit hour load/Spring semester = 40 points
- Professional development or Service/Fall semester = 10 points
- Professional development or Service/Spring semester = 10 points

**Option Three:** This translates to the *equivalent* of a 12 credit hour/15 credit hour teaching load – either 4/5 or 5/4 - and will include the opportunity for division faculty to participate in professional development and/or service. An overload will be granted for credits taught beyond this load.

1. Professional development can include, but is not limited to: initiating or maintaining industry-recognized credentials, attendance at discipline-related conferences/workshops/trainings or presenting at a state, regional or national conference associated with career and technical education or a faculty member's specific area of expertise.
  2. Service can include, but is not limited to: actively participating on a UNMG Faculty Assembly committee; a UNMG ad hoc committee, sponsoring a student organization, or actively participating on a community-based committee or board.
    - 12-credit hour load equivalent/Fall or spring semester = 40 points
    - 15-credit hour load equivalent/Fall or spring semester = 50 points
    - Professional development or Service/Fall or spring semester = 10 points
- B. Service duties compensated by a SAC do not count toward a faculty members' annual workload.
- C. Full-time visiting faculty, while not in unit, will continue to teach 15 credit hours per semester.
- D. The scholarly work calculation for faculty in this category is 10 points per academic year. Scholarship activities should be decided upon by individual faculty in conversation with the Division Chair to ensure sufficient and equitable activity. This activity should be codified in the yearly Faculty/Chair Agreement each fall semester.

#### 4. ACADEMIC WORKLOAD CALCULATION FOR TENURED AND TENURE TRACK FACULTY

- A. Based on a 100-point scale, the typical annual academic workload for faculty in this category is:
1. 80 points for Teaching, 10 points for Scholarly Work and 10 points for Service.
- B. The teaching load calculation for faculty in this category is 80 points per academic year. This translates to a 12-credit hour teaching load per semester or a 4/4 load for 3 credit hour courses.
- 4 courses fall + 4 courses spring = 8 courses total x 10 points per course = 80 points.
- C. The scholarly work calculation for faculty in this category is 10 points per academic year. Scholarship activities should be decided upon by individual faculty in conversation with the Division Chair to ensure sufficient and equitable activity. This activity should be codified in the yearly Faculty/Chair Agreement each fall semester.

1. Publications, presentations, successful grant-writing
- D. The service calculation for faculty in this category is 10 per academic year. There are recommendations for areas of services – college, professional and community. Our mission as a Branch Community College compels us to prioritize college and community service.
  1. Active committee membership or equivalent = 4 points for academic field-related and campus-wide committee participation
  2. Community-based committee/board participation = 6 points
- E. Tenured faculty not seeking further academic promotion may opt to teach a 5/5 load, like lecturers, and not have formal scholarly work or service duties.

## 5. APPROVED REASONS FOR COURSE RELEASES

- A. Scholarship or Service duties that rise well above the expectations defined in 4C & D. These instances should be rare as Teaching is our primary mission.
- B. Buyout of teaching duties with grant funds.
- C. Additional administrative tasks assigned by Division Chair or Dean of Instruction.
- D. Each instance of course release should be documented on the annual Faculty/Chair Agreement and be accompanied by a justification that outlines the need for and tangible outcomes of the course release.

## 6. DIVISION TEACHING OVERLOAD POLICY

- A. Instances of teaching overloads should be rare and used sparingly to address specific situations driven by staffing needs and student demand. Overloads must be approved by the Division Chair.
- B. Faculty receiving a course release or SAC are not eligible for a teaching overload, except in the case of an emergency, as defined by the Division Chair.
- C. Compensation for standard teaching overloads should be \$1000 per credit hour.
- D. Compensation for emergency teaching overloads should be agreed upon, in writing, by the faculty and the division chair.

## 7. DOCUMENTATION OF TEACHING, SCHOLARLY WORK AND SERVICE RESPONSIBILITIES

- A- All aspects of Academic Workload should be documented by tangible evidence of engagement or completion of said responsibilities. This documentation should consist of, but is not limited to; peer, administrative and student teaching evaluations, funded FPDC reports, Perkins-funded professional development reports, letters of acceptance or review of scholarly works and letters confirming service initiatives.
- B- This documentation should be reported in the yearly Faculty Chair Agreement and Annual Review.