

**The Individual, Family, and Community Education (IFCE)
Department Workload Policy**

Approved by IFCE faculty on December 6, 2021

The IFCE workload policy described here is implemented in AY 21-22 in response to the collective bargaining agreement. This policy is an update of the IFCE department and COEHS policies implemented by faculty vote in August of 2016 and provides for a differentiated workload for tenured faculty.

IFCE has the following 5 differentiated faculty workload tracks. Each of these tracks is defined according to the amount of time devoted to teaching, scholarship, and service.

Faculty	Teaching	Scholarship	Service
Research Focused tenured Associate and Full Professors	40% 2/2	40 %	20%
Teaching Focused tenured Associate and Full Professors	60% 3/3	20 %	20%
Asst Prof (Yrs 3-6)*	40% 2/2	40 %	20%
Asst Prof (Yrs 1-2)*	30% 2/1	50 %	20%
Lecturer I, II, III* Visiting Lecturer I, II, III* Senior Lecturer I, II, III* Principal Lecturer I, II, III*	80% 4/4	0%	20%
Visiting Asst Professor Visiting Assoc Professor Visiting Professor			

*All assistant professors will be assigned to a faculty workload based on the year in rank that they are on of the probationary period as specified below. Lecturers or Visiting Lecturers will be assigned to the lecturer workload noted below.

Additionally, there may be a transitional differential faculty workload (2/3) for tenured faculty. This option will be extended to faculty under certain conditions. These conditions are specified and explained in the four-year review process section of this document.

Criterion for teaching, research, and service are described below.

Teaching

For the purposes of this faculty workload policy, each 3-credit hour course will be considered as one class. Thus, faculty members on a 2/2 faculty workload will teach 4 three-hour classes or its equivalent for a total of 12 credit hours per year. Faculty members on a 3/3 faculty workload will teach 6 classes or its equivalent for a total of 18 credit hours per year. Lecturers will teach 8 classes for a total of 24 credit hours or its equivalent per year. Faculty teaching courses less than 3 credit hours will be required to have their total yearly SCHs be equal to 12, 18, or 24 credit hours depending on the faculty workload track they have selected or been assigned to given their faculty title.

Course Reassignments

If a faculty member is given (a) course reassignment(s) by the department chair with the approval of the Dean, this/these credit(s) will be considered as part of meeting their teaching workload.

It should be noted that the current COEHS Policy specifies that once a faculty member has chaired 6 completed dissertations, he or she will be credited with having taught a 3-credit hour course. Once this credit is achieved, it will be awarded as part of a faculty member's teaching load for that one year.

A faculty member on a 2/2 faculty workload can receive up to two-course releases per year due to a grant buyout. In extenuating circumstances due to the grant requirements or other pertinent factors, a faculty member on a 2/2 workload can receive up to three-course releases per year due to a grant buyout with Provost's approval. UNM Policy C110 5.3 states that *“any reduction on teaching load below 6 unit loads shall be granted with the advanced approval of the Office of the Provost/Vice President for Academic Affairs.”**

A faculty member on a 3/3 faculty workload can receive up to four-course releases per year due to a grant buyout. In extenuating circumstances due to the grant requirements or other pertinent factors, a faculty member on a 3/3 workload can receive up to five-course releases per year due to a grant buyout with Provost's approval. UNM Policy C110 5.3 states that *“any reduction on teaching load below 6 unit loads shall be granted with the advanced approval of the Office of the Provost/Vice President for Academic Affairs.”**

Mitigating Factors

The current policy dictates that faculty teaching large undergraduate or graduate sections or courses with a lab that are more than 3 credit hours will receive a TA to help manage this additional burden. As per the current college practice, a TA will be assigned to undergraduate courses with 70 or more students.

Program and department chairs will work with faculty to assure that no more than 1 new course (which an instructor has not previously taught) will be assigned per semester.

In general, faculty are not encouraged to teach an overload for an academic year (more than their

expected number of credit hours). In rare situations where an overload is required the faculty will be compensated at a rate determined by the rate at which the highest temporary part-time instructor in the department is paid.

* The Provost delegated his approval authority under C110 to the Deans on 9-25-14

Scholarship

The following provides a list of approved scholarly activities that will be considered as a demonstration of a "pattern of completed scholarly productivity." IFCE policy is that across a four-year period every faculty member should have a total of 24 points and should publish on average 1 peer-reviewed article per year.

1. Editor or co-editor of a book (5 pts)
2. Author or co-author of a book (5 pts)
3. Research awards such as a Fulbright or a Spencer Fellow (5 pts)
4. PI or Co-PI on a funded federal external grant (3 pts)
5. Refereed national or international journal article (published or in press) (3 pts)
6. Chapter in book (published or in press) (3 pts)
7. PI or Co-PI on a submitted federal external grant (3 pts)
8. Invited or keynote speaker for a national or international conference (3 pts)
9. Being chair of a student's dissertation published in dissertation abstracts (2 pts)
10. Refereed presentation at a national or international conference (2 pts)
11. Internal grant for an individual or joint project (2 pts)
12. Journal article published in a state or regional publication (2 pts)
13. Article related to a faculty member's scholarship in a non-peer-reviewed journal (2 pts)
14. Book review for publication (2 pts)
15. Publication of translational scholarly articles or essays aimed at community outreach or engagement (2 pts)
16. Encyclopedia Entries for publication (2 pts)
17. Test review for publication (i.e. Buras Mental Measurement Yearbook (2 pts)
18. Abstract, poster, presentation, poster, or an invited address at a local, state, or regional conference (1 pt)
19. Item writer for professional licensing or other competency exams (pro bona) (1 pt)
20. Publication of a significant instructional resource (curriculum) for use within the university, locally or regionally (1 pt)
21. Being chair of a student's Master's thesis committee approved by UNM OGS (1 pt)

Variable Credit: (To be determined and approved by the department chair and Dean)

22. PI or Co-PI on a funded external foundation or other grants (depending on size, scope, and amount)
23. Publication of a significant resource (curriculum, app, video/film, or other media) for broad public and professional use

24. Monograph (invited)
25. Unpaid requested/commissioned special project scholarship document/product by a professional organization
26. * Unpaid requested/commissioned special project scholarship document/product by a sovereign nation
27. Other scholarly, creative product, community engagement research or international scholarship and collaboration brought forward by a faculty member with the prior written approval of department chair and Dean

**The one exception to a peer-reviewed scholarly product is #24*

Service

Each faculty member and the instructor is expected to spend 20% of their effort on service to their program, department, college, university, and in external service to the field. This service commitment includes required program, department, and college meetings. The service commitment also includes supervising master's students, the program of study committees, comps committees, and any work with students which does not fall into teaching or research. Chairing dissertation committees is listed under research and counts when the dissertation is approved by the committee and published in dissertation abstracts.

Because faculty choices around service are frequently driven by their research and area of expertise, the department views each faculty's choices regarding their service as a matter of academic freedom which they should be able to choose at their own discretion. However, we expect that approximately ½ of the service requirement should be within the university and that all faculty work together to assure that the service commitments within the program and department are equitably met.

Workload Policy is Implemented through Annual Reviews

The annual assessment of each faculty's workload is conducted as part of the full annual review process, workload is evaluated solely by the department chair for each faculty member's respective workload track cumulatively over the previous 4 years. This review should provide faculty with a clear assessment of their progress towards the four-year requirements. New faculty are expected to make substantial progress towards the requirements over the first 3 years and then meet these requirements after that. Progress in this regard is taken into account in the T&P process. If the department chair determines that a tenured faculty member has met the level of expected scholarly productivity for his or her given faculty differentiated workload track, the faculty member will continue to remain on this same differentiated workload track.

At this point of review, a faculty member on a 3/3 differentiated workload plan can select to move to a 2/2 workload plan if he or she has demonstrated the expected levels of completed scholarship for a 2/2 workload plan. At this point of review, a faculty member on a 3/3 differentiated workload plan can request to develop a transition plan to move to a 2/2 workload if certain conditions exist. A faculty member can request this transition plan if he or she has exceeded the expected scholarly productivity for the 3/3 workload, but not exceeded the expected scholarly productivity for the 2/2 workload. This transition plan will

enable the faculty member to have a 2/3 workload plan for up to two years. The faculty member and chair must develop a plan and a timeline by which to assess whether the faculty member can assume a 2/2 workload. This transition plan will need to be approved by the dean. The department chair will need to reassess the faculty member's completed scholarly activity as outlined in the transition plan. If the department chair determines that the faculty member has met the goals as outlined in his or her transition plan, he or she can start a 2/2 workload for a four-year period. If the department chair determines that the faculty member has not met the goals as outlined in his or her transition plan, he or she will be assigned a 3/3 workload.

For faculty on a 2/2 workload, if the department chair determines that the faculty member has met the level of expected scholarly productivity for his or her given faculty differentiated workload track, the faculty member will continue to remain on this same differentiated workload track. At this point of review, a faculty member on a 2/2 differentiated workload plan can select to move to a 3/3 differentiated workload plan.

If the department chair in consultation with the faculty member concludes that a tenured faculty member has not met the level of expected scholarly productivity for a 2/2 workload, the chair can assign the faculty member to a 2/3 or a 3/3 workload. If the chair elects to assign the faculty member to a 2/3 workload as a transition plan, the faculty member and chair must develop a plan and a timeline by which to assess whether the faculty member can return to a 2/2 workload. This transition plan can be up to two years and will need to be approved by the dean. The department chair will need to reassess the faculty member's completed scholarly activity as outlined in the transition plan. If the department chair determines that the faculty member has met the goals as outlined in his or her transition plan, he or she can resume a 2/2 workload. If the department chair determines that the faculty member has not met the goals as outlined in his or her transition plan, he or she will be assigned a 3/3 workload.

A tenured faculty member can appeal the decision of the department chair regarding whether he or she has met the expected scholarly productivity before being assigned a new workload. A tenured faculty member can also appeal the decision of the department chair regarding whether he or she has met the goals of his or her transition plan. Appeals should be made in writing to the Dean. The Dean's decision on this appeal is final.

Dean Approved: 02/04/2022

Provost Approved: 02/11/2022

To Be Reviewed: 2023