

Academic Workload Policy
Department of Languages, Cultures, and Literatures (LCL) (formerly FLL)

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I. OVERVIEW

The Department of Languages, Cultures, and Literatures recognizes all three elements of bargaining unit members' work to be Teaching, Scholarship, and Service. The categories of Teaching and Service apply to Lecturers, and the categories of Teaching, Scholarship, and Service apply to Tenured and Tenure-Track faculty. Each of these categories is briefly described below (per CBA Article 13):

Teaching

Teaching in the Department of LCL (FLL) 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.

Scholarship

Scholarly work (also referred to as scholarship or research) in the Department of LCL (FLL) 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 in the Department of LCL (FLL) 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 of 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 academic field of the member; organization of conferences; peer review of scholarly works; acting as a journal editor; jurist for creative works exhibition; and organization or participation in community outreach events.

II. 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 separate sections of the same class vs. different classes
- teaching lower-division vs. upper-division classes
- independent studies (problems hours)
- committee chair of UG Honors theses, MA theses, and PhD dissertations
- curriculum development: teaching new class or redesigning class
- whether the teaching load includes large enrollment classes

The quantity of service performed will also be considered in measuring whether this category has been satisfied, as negotiated with the department chair and in coordination with the language program.

Scholarship

No scholarship is expected

Service

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

- participation in shared governance
- participation in department or campus-wide committees
- advising of students as undergraduate and/or graduate program advisor
- attending student conferences and events
- 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 professional conferences or conference panels
- organization of student conferences (graduate or undergraduate)
- professional and pedagogical training that contributes to professional development
- community outreach

Lecturer (II or III)

Teaching ~ three courses (or the equivalent in credit hours) per semester, or six courses (or the equivalent in credit hours) per academic year. This number may be adjusted based on increases in service duties or other forms of teaching, in consultation with the language program and the department chair.

Scholarship ~ not expected. Attendance at professional meetings or academic conferences is encouraged if funding is available.

Service ~ At least one department or university committee assignment per academic year, and/or additional administrative duties involving program curriculum and/or student degree advisement in consultation with the department chair, equivalent to the workload of at least one course per semester or two courses per academic year.

Senior Lecturer (II or III)

Teaching ~ three courses (or the equivalent in credit hours) per semester, or six courses (or the equivalent in credit hours) per academic year. This number may be adjusted based on increases in service duties or other forms of teaching, in consultation with the language program and the department chair.

Scholarship ~ not expected. Attendance at professional meetings or academic conferences is encouraged if funding is available.

Service ~ At least two department and/or university committee assignments per academic year and/or additional administrative duties involving program curriculum and/or student degree advisement in consultation with the department chair, equivalent to the workload of at least one course per semester or two courses per academic year.

Principal Lecturer (II or III)

Teaching ~ three courses (or the equivalent in credit hours) per semester, or six courses (or the equivalent in credit hours) per academic year. This number may be adjusted based on increases in service duties or other forms of teaching, in consultation with the language program and the department chair.

Scholarship ~ not expected. Attendance at professional meetings or academic conferences is encouraged if funding is available.

Service ~ At least two department and/or university committee assignments per academic year, as well as additional administrative duties and leadership roles involving program curriculum and/or student degree advisement in consultation with the department chair, equivalent to the workload of at least one course per semester or two courses per academic year.

TENURED & TENURE-TRACK FACULTY Workload Categories:

Teaching

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

- whether the teaching load includes separate sections of the same class vs. different classes
- teaching lower-division vs. upper-division classes
- curriculum development: teaching new class or redesigning class
- independent studies (problems hours)
- committee chair of UG Honors theses, MA theses, and PhD dissertations
- whether the teaching load includes large enrollment classes

Scholarship

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

- all forms of peer-reviewed original publication in the member's field and/or in related fields of expertise (e.g. monographs, journal articles, book chapters, encyclopedia entries)

- editing or co-editing a volume or special edition of a journal
- conference attendance to present a professional/academic paper
- archival and laboratory work
- data gathering
- community-based scholarship
- pedagogical research
- grant writing and activity as a Principal Investigator (PI) on a grant
- research communication (media, podcast communication)

Service

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

- participation in shared governance
- participation in department or campus-wide committees
- advising of students as undergraduate and/or graduate program advisor
- attending student conferences and events
- 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 professional conferences or conference panels
- organization of student conferences (graduate or undergraduate)
- professional training that contributes to professional development and pedagogical training
- community outreach
- evaluation of articles and monographs for publication in the field of expertise or in related fields
- editing a journal

Assistant Professor

Teaching ~ two courses (or the equivalent in credit hours) per semester, or four courses (or the equivalent in credit hours) per academic year. This number may be adjusted based on increase in service duties, other forms of teaching, and/or scholarly workload in consultation with the language program and the department chair. The department recognizes teaching releases for probationary faculty allowed under CBA Article 10 ~ Research Leaves for Tenure Track Faculty, and teaching releases granted by administrative units above the department.

Scholarship ~ At least one peer-reviewed paper disseminated (published, accepted, or submitted, or presented at a conference) per academic year or the equivalent in consultation with the department chair. The publication of a sole-authored monograph will satisfy this requirement for three years.

Service ~ At least one department committee assignment per academic year or the equivalent in consultation with the department chair.

Associate Professor

Teaching ~ two courses (or the equivalent in credit hours) per semester, or four courses (or the equivalent in credit hours) per academic year. This number may be adjusted based on increase in service duties, other forms of teaching, and/or scholarly workload in consultation with the language program and the department chair. The department recognizes teaching releases granted by administrative units above the department. The department allows tenured professors to move to a lower research workload and to contribute more to teaching (see Variable Workload under VI).

Scholarship ~ At least two peer-reviewed papers disseminated (published, accepted, or submitted, or presented at a conference) per academic year or the equivalent in consultation with the department chair. The publication of a sole-authored monograph will satisfy this requirement for three years.

Service ~ At least two department and/or university committee assignments per academic year or the equivalent service to the discipline in consultation with the department chair.

Professor

Teaching ~ two courses (or the equivalent in credit hours) per semester, or four courses (or the equivalent in credit hours) per academic year. This number may be adjusted based on increase in service duties, other forms of teaching, and/or scholarly workload in consultation with the language program and the department chair. The department recognizes teaching releases granted by administrative units above the department. The department allows tenured professors to move to a lower research workload and to contribute more to teaching (see Variable Workload under VI).

Scholarship ~ At least three peer-reviewed papers disseminated (published, accepted, or submitted, or presented at a conference) per academic year or the equivalent in consultation with the department chair. The publication of a sole-authored monograph will satisfy this requirement for three years.

Service ~ At least two department and/or university committee assignments and/or leadership position/s per academic year or the equivalent service to the discipline in consultation with the department chair. Service on at least one committee or in one leadership position outside the department.

III. Mitigating (Modifying) Factors

A. Administrative duty factors

Faculty performing intensive administrative department roles will receive course releases according to the following schedule. Partial course releases can be accumulated and converted to a full course release in a semester during the two-year term of service as negotiated with the chair and in coordination with the language program.

a) **Director of Graduate Studies** (Graduate Committee Chair): one course release per academic year, to be taken usually in the spring term when the service workload is intensive

b) **Director of Undergraduate Studies** (Undergraduate Committee Chair): one course release per two-year term of service (one half-course per academic year), with the semester of the course release to be arranged by the faculty member in consultation with the department chair, and an appropriate SAC to be awarded in the year the course release is not taken (see SACs below)

c) **Director of Comparative Literature/Cultural Studies:** one course release per two-year term of service (one half-course per academic year), with the semester of course release to be arranged by the faculty member in consultation with the department chair, and an appropriate SAC to be awarded in the year the course release is not taken (see SACs below)

B. Other factors

Faculty performing certain non-administrative activities will accrue course release credits according to the following schedule. Course release credits can be accumulated for up to four semesters.

- a) Teaching undergraduate class >100 students: 0.25 course per academic year
- b) Editing an academic journal: 0.25 course per academic year

This workload policy recognizes and incorporates the College research-funded course buyout policy.

IV. Teaching Overload Compensation

In alignment with CBA Article 13 and relevant University policies, a faculty member of a particular rank teaching more than the normal workload for that rank will be considered teaching an overload. Teaching overloads will be compensated in the semester the course is offered 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 department 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 department will be consistent with the College SAC policy for Category B appointments. Category B appointments are those that are directly supervised by the department chair. Category B SACs are paid out of department 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.

VI. Annual Review of Workload Expectations

Each year, in the spring semester and by 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) establishing expectations for the next review cycle.

An accounting of total workload will sum to 100 points, as set out in the department's Annual Performance Reporting form. Each bargaining unit member will, by agreement with the chair 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.

Variable Workload: The department recognizes a 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. As examples, teaching may be reduced for one or two semesters with a corresponding increase in scholarly workload, however this cannot persist beyond two semesters. Similarly, a faculty member may wish to substitute more teaching for less scholarship, however any teaching above the norm established in section II (above) will not be considered a teaching overload.

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 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.