

The Linguistics Department workload policy establishes the standard workload expectations of each faculty rank within the unit. Adjustments to these workload expectations are made by faculty in consultation with the Chair each Spring semester.

I. OVERVIEW

The Department of Linguistics recognizes the three elements of 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, coordination of student practicum placements, group or individual office hours, evaluation of student learning objectives, grading, participation in Masters or PhD committees, 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) is understood to include any work carried out and documented by bargaining unit members to produce and disseminate new knowledge. This can include any effort founded on the expertise and training of the bargaining unit member, and examples of this production and dissemination include: development and implementation of corpus, fieldwork, or laboratory-based research; language documentation, revitalization, reclamation, and community-based scholarship; pedagogical research; publication; grant writing and principal investigator (PI) duties; mentoring of research students; and conference presentations, panels and workshops.

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 efforts 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 students; mentoring 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 or participation in community outreach events.

II. Workload Norms (by title and rank, 100 point system)

A. Lecturer I, II or III (80 Teaching, 20 Service)

- a. Teaching: Teach 8 courses and complete 1 Peer Evaluation per year; Courses taught, without additional compensation, during the winter and summer sessions count
- b. Service: Serve on one departmental committee per year

B. Senior Lecturer I, II or III (80 Teaching, 20 Service)

- a. Teaching: Teach 7 courses and complete 1 Peer Evaluation per year; Courses taught, without additional compensation, during the winter and summer sessions count
- b. Service: Some administrative duties equivalent to the workload of one course per academic year, such as supervision of a course with 4 or more sections and 2 or more instructors plus assessment of that course for gen ed or program assessment. Serve on at least one departmental committee per year, involving undergraduate curriculum.

C. Principal Lecturer I, II or III (80 Teaching, 20 Service)

- a. Teaching: Teach 6 courses and complete 1 Peer Evaluation per year; Courses taught, without additional compensation, during the winter and summer sessions count
- b. Service: Some administrative duties equivalent to the workload of two courses per academic year, such as supervision of a course with 4 or more sections and 2 or more instructors plus assessment of that course for gen ed or program assessment. Serve on two departmental committees per year, at least one involving undergraduate curriculum.

D. Assistant Professor (40 Research, 40 Teaching, 20 Service)

- a. Research: Maintain ongoing research projects and submit one publication per year
- b. Teaching: Teach 4 courses and complete 1 Peer Evaluation per year, not including winter intersession and summer
- c. Service: Serve on 1 departmental committee and 1 additional committee (departmental, university, professional or community)

E. Associate Professor (40 Research, 40 Teaching, 20 Service)

- a. Research: Maintain ongoing research projects and submit one to three publications or grant applications per year
- b. Teaching: Teach 4 courses and complete 1 Peer Evaluation per year, not including winter intersession and summer
- c. Service: Serve on 2 departmental committees and 1 additional committee or service role (university, professional or community)

F. Full Professor (40 Research, 40 Teaching, 20 Service)

- a. Research: Maintain ongoing research projects and submit one to three publications or grant applications per year
- b. Teaching: Teach 4 courses and complete 1 Peer Evaluation per year, not including winter intersession and summer
- c. Service: Serve on 3 departmental committees and 2 additional committee or service roles (university, professional or community)

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) Department Chair – 2.0 courses per academic year
- b) Program Director or Director of Graduate Studies - 1.0 course per academic year
- c) Teaching undergraduate class >60 students – 0.5 course per academic year and a grader
- d) Serving as a McNair Mentor, Honors Thesis Mentor, MA or PhD committee chair – 0.1 course per academic year
- e) Supervision of a course with more than 4 sections and more than 2 instructors plus assessment of that course for gen ed or program assessment – 1.0 course per academic year
- f) Overseeing Gen Ed and Program Assessment for the department – 1.0 course per academic year
- g) Editing a journal – 0.25 course per academic year
- h) Hosting a conference – 1.0 course per academic year
- i) Overseeing accreditation of a professional program – 1.0 course per academic year

j) Service assignments above the standard workload will be discussed with the Chair to determine an equitable workload adjustment

k) Teaching releases for new faculty negotiated as a part of hiring packages

l) Per Article 10 of the CBA, all tenure-track faculty members are eligible for a research semester with no teaching duties during their probationary appointment.

B. Other factors

Faculty performing certain non-administrative duties will accrue course release credit according to the following schedule:

a) A faculty member who provides mentoring and outreach to a specific linguistic community above and beyond the standard mentoring practices for students enrolled in department programs may request a teaching load or research effort reduction. The Chair with input from the Personnel Committee will evaluate and approve all such requests.

b) Faculty members who are engaged in large scale projects spanning several years (e.g., books and monographs), may request that their research workload be adjusted to account for significant progress made in years when no research product is submitted for publication. The Chair with input from the Personnel Committee will evaluate and approve all such requests. It will be the responsibility of the faculty member to provide the Chair and/or Personnel Committee with evidence of reasonable progress in such projects.

c) For individuals with joint appointments, workload expectations will be negotiated by the faculty member with both Chairs.

c) Workload expectations will be adjusted on a case-by-case basis as a part of reasonable accommodation documented through the ADA coordinator.

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Course release credits can be accumulated for up to six semesters.

This workload policy recognizes and incorporates the College research-funded course buyout policy, as well as releases granted by administrative units above the Department (College, OVPR).

IV. Teaching 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 a minimum of the PTI 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 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 following Administrative Roles include a SAC following the College's Special Administrative Component (SAC) policy, which can be found on the OAP website:

<https://ofas.unm.edu/faculty/compensation/sac.html>

Faculty receiving a SAC may select a teaching release at the rate of 1.0 courses equal to the current compensation paid for one course taught by a PTI.

- a. Chair
- b. Associate Chair
- c. Program Directors
- d. Director of Graduate Studies
- e. Director of Undergraduate Studies

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. 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 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 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.

Dean Approved: 5/9/2022

Provost Approved:5/10/2022

To Be Reviewed: 2023