



Academic Workload Policy – Department of Native American Studies – College of Arts & Sciences

I. OVERVIEW

The workload policy for the Native American Studies (NAS) department reflects its unique and anomalous position as an academic unit. Its faculty members (with lines in the unit) are primarily responsible for teaching the core courses in the Native American Studies graduate and undergraduate degrees. The typical administered teaching load for tenured and tenure-track faculty members in NAS is six credit contact hours in one semester and six credit contact hours in the other semester. Each faculty member is also expected to keep a minimum of two office hours per week. Teaching activities will typically constitute 33 percent of a tenured or tenure-track faculty member's standard workload over the course of the academic year.

Original scholarship that enhances high quality undergraduate teaching is a significant component of faculty workload. Publication and presentation of this scholarship in professional journals, monographs, and books and at conferences and meetings or for community-based organizations is an important component of research activity and constitutes evidence of fulfillment of this area of the workload. Additionally, NAS faculty produce community-based and community-engaged research reports, curriculum, or other publications that constitute original scholarship in this criteria. Research activities will typically constitute 34 percent of a faculty member's standard workload.

The program views service to the University (at the department, college, and university levels) and to local, regional, national and international communities and groups as a critical component of the workload. Indeed, NAS faculty members are highly sought after members of university and local communities for the diversity that they bring and NAS faculty members perform meaningful mentoring services to students and members of the wider community alike. Service activities for NAS faculty will typically constitute 33 percent of standard workload.

The Department of Native American Studies recognizes all three elements of bargaining unit member's work to be teaching, scholarship, and service. This workload policy is to document workload per faculty member. It is not to be used as part of the annual review. The Chair will use the following scales for each category when determining workload units for faculty members who hold 1.0 FTE appointments in Native American Studies

- Research: 0-17 per semester, or 0-34 per calendar year.
- Teaching: 0-16.5 per semester, or 0-33 per calendar year.
- Service: 0- 16.5 per semester, or 0-33 per calendar year.

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, writing letters of recommendation, workshops, trainings, and assessment of departmental and state-wide learning objectives.

- For each 3-credit hour course taught, a faculty member will earn = 5 units.
- A faculty member will earn additional units in Teaching for the following:
1 unit per teaching duty that extends outside the classroom as those described above and below in mitigating factors and those not listed here but described on each individual faculty's workload plan.

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 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.

One scholarly publication accepted to any of the types mentioned above = 15 units

One scholarly publication submitted to any of the types mentioned above = 10 units

Research activity (grant submission, data collection, IRB submission, meet with community partners to outline research goals....) = 5 units per activity

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; 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 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; jurist for creative works exhibition; and organization or participation in community outreach events.

1 hour of service work = 1 unit

II. Workload Norms (by title and rank)

Lecturer (I, II, or III)

Teaching Four courses per semester or eight courses per academic year. Courses taught, without additional compensation, during the winter and summer sessions count.

Scholarship No scholarship is expected.

Service Service units at 10 units per academic year. Service units are defined above. Typically this would be university service, such as a department committee.

Senior Lecturer (I, II, or 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 Service units at 10 units per academic year. Service units are defined above. Typically this would be university service, such as a department committee.

Principal Lecturer (I, II, or III)

Teaching Three courses per semester or eight courses per academic year. Courses taught, without additional compensation, during the winter and summer sessions count.

Scholarship No scholarship is expected.

Service Service units at 10 units per academic year. Service units are defined above. Typically this would be university service, such as a department committee.

Assistant Professor

Teaching Two courses per semester or four courses per academic year, not including winter intersession and summer. (20 units)

Scholarship Research activity and/or scholarly publication at 20 units for the academic year. Research activity is defined above.

Service Service units at 20 units per academic year. Service units are defined above.

Associate Professor

Teaching Two courses per semester or four courses per academic year, not including winter intersession and summer. (20 units)

Scholarship Research activity and/or scholarly publication at 20 units for the academic year. Research activity is defined above.

Service Service units at 20 units per academic year. Service units are defined above.

Professor

Teaching Two courses per semester or four courses per academic year, not including winter intersession and summer. (20 units)

Scholarship Research activity and/or scholarly publication at 20 units for the academic year. Research activity is defined above.

Service Service units at 25 units per academic year. Service units are defined above.

III. Mitigating (Modifying) Factors

A. Newly hired faculty factors

Tenure track assistant professors will have a reduced course load in their first year after they are hired. They will teach 1 course in the Fall and 2 courses in the Spring (or vice versa if preferred).

B. Administrative duty factors

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.

- a) Graduate Program or Curriculum Committee Chair - 1.0 course per academic year
- b) Undergraduate Program or Curriculum Committee Chair – .5 course per academic year
- c) Other NAS Programming Committee Chair – 0.5 course release per academic year

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C. Other factors

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

- a) Teaching undergraduate class >50 students – 0.25 course per academic year
- b) Serving as a PhD committee chair – 0.1 course per academic year

- c) Editing a journal – 0.5 course per academic year
- d) Directing a UNM center within or external to NAS (e.g., IfAIR, IAIE, CRS....) – 0.5 course per academic year

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

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

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 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 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.

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 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 NAS allocation of 33/34/33 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.

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.