

Department of Philosophy -- Academic Workload Policy
Drafted in accordance with CBA Article 13

I. OVERVIEW

The Department of Philosophy recognizes all 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, independent study and special problems (PHIL 498, PHIL 551, PHIL 651) 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, completing teaching observation reports for peers and/or graduate students, and serving on student committees.

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: Presenting a professional paper, presenting comments on a colleague's paper, submitting a book manuscript to a publisher for review or for publication, submitting a paper to a journal or anthology for review or for publication, pedagogical research, and grant writing and principal investigator (PI) duties.

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: acting in any of the Department's major service roles (Graduate Director, Undergraduate Advisor, TA/ PHIL 1120 Coordinator, Outcomes Assessment Coordinator, Speakers Coordinator, Graduate Placement Director, Member of the Graduate Advisory Committee, Honors Advisor, Phi Sigma Tau Advisor, Member of the Graduate Admissions Committee), participation in shared governance; participation in department-, campus- and system- wide committees; 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)

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 towards workload.

Scholarship No scholarship is expected.

Service No service is expected.

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 towards workload.

Scholarship No scholarship is expected.

Service No service is expected.

Principal 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 towards workload.

Scholarship No scholarship is expected.

Service No service is expected.

Assistant Professor

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

Teaching workload units will be calculated according to the Department of Philosophy Annual Workload Policy and Annual Review of Faculty in the Department Bylaws, based on a maximum of 36 points per year.

Scholarship Evaluations of Scholarly Work/Research will be based on a faculty member's research productivity over the previous five calendar years. To meet expectations in Scholarly Work/Research, a faculty member must have published three papers (articles or book chapters), or one monograph, or the equivalent during the five-year timeframe. Other publications (such as edited collections, reference works, and book reviews) as well as conference presentations and invited talks will also be considered when evaluating a faculty member's research effectiveness. Co-authored and co-edited works will contribute to a faculty member's record of scholarly productivity. Works that have been accepted for publication but which have not yet appeared in print will also be taken into consideration.

Workload units will be calculated according to the Department of Philosophy Annual Workload Policy and Annual Review of Faculty in the Department Bylaws, based on a maximum of 36 points per year.

Service In general, a faculty member will meet expectations in the category of Service if, over the previous calendar year, the faculty member (a) completed some departmental and/or some College/University service, (b) held a major service assignment in the Department, (c) participated on a demanding College/University committee, or (d) completed some departmental service as well as some professional service. A faculty member will exceed expectations in this category if there is some combination of significant service to the Department, College, University, or the profession.

Workload units will be calculated according to the Department of Philosophy Annual Workload Policy and Annual Review of Faculty in the Department Bylaws, based on a maximum of 20 points per year.

Associate Professor

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

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Professor

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III. Mitigating (Modifying) Factors

A. Course releases

Faculty performing the following intensive administrative duties will receive course releases according to the following schedule.

Graduate Director – 1.0 course per academic year

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 Graduate Director receives a SAC set by the College of Arts & Sciences in addition to the course reduction described above.

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/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.

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.

VIII. Attachments

Philosophy Department Annual Workload Policy and Annual Review of Faculty
(from the Philosophy Department Bylaws)