Minimum Workload in Physics and Astronomy

April 2015, updated Feb 2022

1. The assigned teaching load is one course per semester (+ epsilon) as long as the faculty member maintains an active research program and service record.

2. In an academic year, each faculty member has to maintain a minimum average of 6 load points in teaching and research, and an average of 4 points in service per semester. The sum of the load points in these categories has to be 23 or higher.

3. The minimum applies to tenured faculty only. Exceptions are possible but need to be discussed with the Chair and Dean, and approved.

4. The semester averages (spring and fall) are calculated using the self-assessment data for a calendar year, which includes summer.

Counting

Load points in parenthesis

Teaching (minimum = 12 per CY, max = 36 per CY):

   - one regular class (lecture or lab), (4)

   - problems/recitation section (1)

   - seminar, lab section (1)

   - supervision of one student for one semester (UG or Grad, res. hrs. (4), thesis/dissert. stud.hrs (4) , paid student (4))*

      (+ 2 addtl units for summer if applicable)

   - course taught for the first time (1-2)

   - curriculum development (1 - 12)

   - > 50 students in course (1), > 100 (2)

   - other (0-6, decided by dept chair)

Research (minimum = 12 per CY, max = 36 per CY, points per CY):

      - one peer reviewed paper (4), patent (3)

      - one active grant (>=40K/yr) (4)

- submitted grant proposal (4)

- MS thesis (4) and PhD dissertation completion (6)

- advisement of postdoc, junior research faculty (3)

- invited conference talk (4), colloquium (3)

- contributed conference talk (2)

- other (0-8, decided by dept chair)

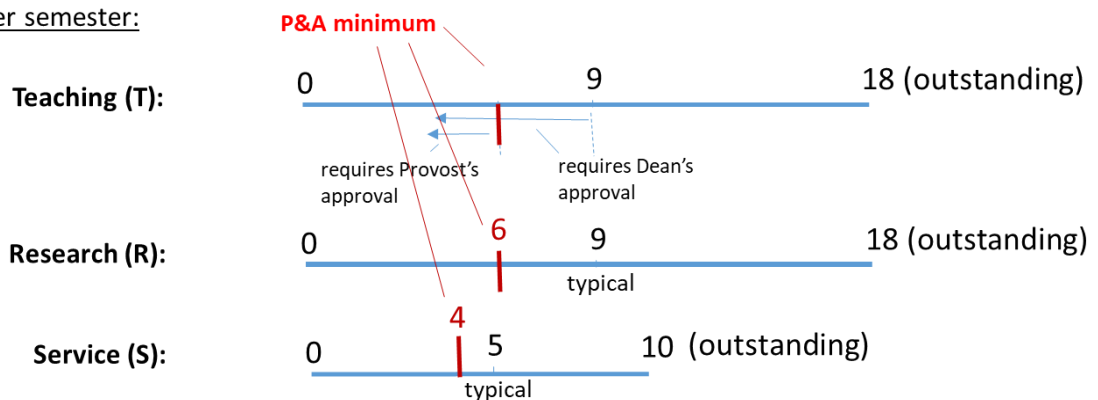Service (minimum = 8 per CY, max = 20 per CY, points per CY):

- member of major department or university committee for one CY (4)

- chair of the above for one CY (8)

- member of minor committee for one CY (2)

- service in the profession (evidence: paper and proposal review, member or chair of

conference committees, review panels etc..) (1-8)

- outreach, other (0-6, decided by dept chair)

*no double counting

Appendix

Although not part of workload policy, we must also use our scores to report on performance to the Provost. For this report, scores of 18, 18, and 10 for teaching, research, and service, respectively, are the maximum allowed and are considered outstanding (UNM Policy C100). For completeness and convenience to the department, we include the Provost's performance scale in this document.

average per semester:

P&A minimum

Teaching (T):   0   9   18 (outstanding)

requires Provost's approval   requires Dean's approval

Research (R):   0   6   9   18 (outstanding)
                                        typical

Service (S):   0   4   5   10 (outstanding)
                            typical

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Workload policy addendum Feb 2022

The purpose of this addendum is to align the department's workload policy with the 2021 Collective Bargaining Agreement (CBA). The policy is defined in a document approved by the faculty in 2015. "Minimum" as used in that document is equivalent to "normal" in the CBA and this addendum.

Bargaining Unit Ranks

The workload policy applies to all ranks in Bargaining Unit 1.

Course releases

There are approved reasons for course releases based on faculty handbook rules for leaves. These are:

- Sabbatical Leave
- Parental Leave
- Leave Without Pay
- Academic Leave for Senior and Principal Lecturers
- Sick Leave

Additional reasons for course releases are:

- Course buyouts according to A&S policy
- Research Semester granted by A&S under the terms of an offer letter or agreement
- A&S Career Advancement Semester for Associate Professors
- Curriculum Development (expectations decided in consultation with and evaluated by Chair)
- To balance classroom teaching overload from a recent or (less commonly) upcoming semester. These are generally not allowed unless necessary to efficiently carry out the department's teaching mission.
- Release granted by the Chair, Dean, or Provost for special services

The Chair ensures that approved course releases do not count against the teaching workload score. Buyouts generally have lower priority relative to other reasons and are at the discretion of the Chair.

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.

Teaching Overload Compensation for Ranks with Teaching Duties

Note that we consider teaching overloads to refer to classroom teaching only. Pecuniary compensation for teaching overloads is not allowed. To compensate for a one-course teaching overload agreed upon

by the Chair to allow the department to efficiently carry out its teaching mission, a course release in one of the three subsequent semesters (or much more rarely, a prior semester) is given.

Mitigating factors affecting teaching, scholarly work, and service workloads

Faculty performing intensive administrative or non-administrative duties can be considered for course releases consistent with the list of reasons for course releases given above. Treatment of other mitigating factors due to individual department needs and standards are left up to the discretion of the Chair on a case-by-case basis. Individual workload arrangements will be made available to the entire faculty for transparency.

Workload policy and algorithm for Assistant Professors

For assistant professors, the normal teaching load in our existing formula applies, except for approved teaching releases. It is anticipated that in some semesters, assistant professors may not meet the normal workload expectation for scholarly work as they build their research program. The Chair takes this into account during annual reviews. Assistant professors are also allowed reduced service duties relative to tenured faculty so that they can work to establish their research program. The level of such duties will be determined by the Chair.

Workload policy and algorithm for Associate Professors

There are no special expectations for Associate Professors that deviate from the general workload formula.

Workload policy and algorithm for Professors

There are no special expectations for Professors that deviate from the general workload formula in our 2015 policy.

Workload policy and algorithm for Research Assistant Professors

Research Professors are not expected to teach or perform service. For Research Professors paid on a regular faculty member's grant the expectations are not defined by the department but by the regular faculty member. The performance of the research professor will be encompassed in the regular faculty member's scholarly work scores. Hence there are no direct expectations from the department for scholarly work for research professors. For those who raise their own funds for independent scholarly work, the Chair will evaluate the utility of their activities to the department's mission, also based on a 100-point scale tailored to expectations for each Research Professor. These expectations will be different for each case, but based on scholarly work measures in our policy. Expectations will take into account the rank of the Research Professor.

Research faculty not paid through or by UNM (e.g. scientists employed at national labs who were only made research professors for the purpose of chairing dissertation committees) are not UNM employees and therefore do not have workload expectations covered by the CBA.

Workload policy and algorithm for Research Associate Professors

See above for Research Assistant Professors.

Workload policy and algorithm for Research Professors

See above for Research Assistant Professors.

Workload policy and algorithm for Lecturers

The normal expectation for teaching is three 3-SCH courses plus associated problems courses per semester. Each will be scored as four points in the 2015 formula – thus the normal expectation is 12 points, as for regular faculty. Course load reductions to allow other educational efforts to be carried out are determined in consultation with the Chair, but such efforts should constitute a workload proportional to the released course load, e.g. the Chair must determine that an effort replacing one course should be equivalent to a four-point load. The normal expectation is also reduced based on any agreements in an offer letter. The other categories in the teaching section of the algorithm also apply to Lecturers.

Lecturers are not expected to carry out scholarly work.

Lecturers are expected to contribute to the service mission of the department. Because of their heavy teaching loads, Lecturers are not expected to carry out as high a level of service as regular faculty. The expectation for Lecturers and Senior Lecturers is service on one instruction-related committee or another equivalent duty. Principal Lecturers may be asked to chair such a committee.

These policies apply to Lecturers I, II and III.

Workload policy and algorithm for Senior Lecturers

See above for Lecturers.

Workload policy and algorithm for Principal Lecturers

See above for Lecturers. Principal Lecturers may also be asked to chair an instruction-related committee.

Other Faculty Ranks in Collective Bargaining Unit 1

Instructors, Senior Instructors, and Professors of Practice are not part of the department's operations.

Revision to Workload Scoring Normalization

The previously used scale will be renormalized so that the maximum possible for the sum of teaching, scholarly work, and service points per semester of 18+18+10=46 will be normalized to 100 points.

Dissemination of workload policy

The policy shall be published on the department's public-facing webpages and sent to A&S.