

CBA Article 13. College of Arts and Sciences Unit Academic Workload Policy

Academic Workload Policy – Department of Psychology

I. OVERVIEW

The following Academic Workload Policy applies to all member of the bargaining unit. It replaces the Department's previous Variable Teaching Load Policy. The Department of Psychology recognizes all three elements of bargaining unit member's work to be teaching, scholarship, and service. Each of these categories are described below:

Teaching

It is expected that all members of the bargaining unit will teach one undergraduate or graduate course per academic year; bargaining unit members may not utilize course releases and course buyouts to achieve an 0-0 teaching load. Teaching is understood to include all activities associated with the instruction and mentoring of students, including many activities that extend beyond classroom teaching. The teaching duties of a bargaining unit member include instruction in courses with assigned credit hours and instructional assignments, including thesis, dissertation, seminar, and special problems supervision, other mentoring of graduate students performing research activities, contributions to graduate student milestone committee, mentoring and supervision of undergraduate students including Honors students, course preparation including syllabus preparation/revision, group or individual office hours, evaluation of student learning objectives, grading, mentoring of students, writing letters of recommendation, assessment of departmental and state-wide learning objectives, and performance of clinical supervision.

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 of peer-reviewed research articles, commentaries, books, book chapters, and reviews; development and sharing of creative works at professional conferences and academic institutions; grant writing and principal investigator (PI) duties; and conference presentations/panels.

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; 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; organization or participation in community outreach events; presentations to community/non-academic audiences.

II. Workload Norms (by title and rank)

Lecturer (I, II, or III)

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

Scholarship No scholarship is expected or required.

Service One department committee assignment per academic year.

Senior 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. Any teaching activities performed beyond the required teaching load to support the delivery of the Department's curriculum will be compensated through additional (overload) financial compensation or reassignment of other duties.

Scholarship No scholarship is expected or required.

Service Some administrative duties equivalent to the workload of one course per semester or two courses per academic year. At least one department committee assignments per academic year which should be related to the delivery of Psychology's undergraduate curriculum; or service as Departmental AOPS Coordinator or Associate Chair for Undergraduate Education.

Principal 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 or required.

Service Some administrative duties equivalent to the workload of one course per semester or two courses per academic year. At least two department committee assignments per academic year, including at least one related to delivery of Psychology's undergraduate

curriculum; or service as Departmental AOPS Coordinator or Associate Chair for Undergraduate Education.

Research Assistant Professor

Teaching No teaching is expected or required

Scholarship minimal productivity may be satisfied with any of the following categories: (a) one refereed publications in print, in press, or published online, (b) one authored or edited book, (c) one published comprehensive training manual or software package or application, (d) one external grant proposal [Note: Grant proposals are subject to review by the chair or the Policy & Planning Committee to determine whether they satisfy the intended objective], (e) one external grant funded as PI, or (f) submission of two refereed papers if other categories are not met, (g) serve as co-investigator on externally funded grant. Category f may not be used in two consecutive years in order to meet minimum expectations for scholarship.

Service No service is expected or required.

Research Associate Professor

Teaching Mentoring is a core mission of a research center, department, and institution. Minimal productivity may be satisfied with any of the following categories although this list is not exhaustive. Exception cases will be reviewed by the chair or the Policy & Planning Committee to determine whether they satisfy the intended objective: (a) mentoring of undergraduate and/or graduate and/or postdoctoral fellows in research methods and/or content, (b) mentoring resulting in conference presentations and/or internal or external grant proposals, (c) mentoring resulting in the submission of one refereed paper per year. Category c may not be used for two consecutive years in order to meet minimum expectations for mentoring.

Scholarship Minimal productivity may be satisfied with any of the following categories: (a) one refereed publications in print, in press, or published online, (b) one published comprehensive training manual or software package or application, (c) one external grant proposal [Note: Grant proposals are subject to review by the chair or the Policy & Planning Committee to determine whether they satisfy the intended objective], (d) one external grant funded as PI, (e) serve as co-investigator on externally funded grant, or (f) submission of two refereed papers if other categories are not met. Category e may not be used in two consecutive years in order to meet minimum expectations for scholarship.

Service Minimal productivity may be satisfied with any of the following activities: Membership on one internal research unit committee, with such service broadly defined to include committees supporting externally funded grants, facility management, information/data management, and recruitment and/or retention of postdoctoral and research faculty.

Research Full Professor

Teaching Mentoring is a core mission of a research center, department, and institution. Minimal productivity may be satisfied with any of the following categories although this list is not

exhaustive. Exception cases will be reviewed by the chair or the Policy & Planning Committee to determine whether they satisfy the intended objective: (a) mentoring of undergraduate and/or graduate and/or postdoctoral fellows in research methods and/or content, (b) mentoring resulting in conference presentations and/or internal or external grant proposals, (c) mentoring resulting in the submission of two refereed paper per year.

Scholarship Minimal productivity may be satisfied with any of the following categories: (a) two refereed publications in print, in press, or published online, (b) one published comprehensive training manual or software package or application, (c) one external grant proposal [Note: Grant proposals are subject to review by the chair or the Policy & Planning Committee to determine whether they satisfy the intended objective], (d) one external grant funded as PI, (e) serve as co-investigator on externally funded grant, or (f) submission of two refereed papers if other categories are not met. Category f may not be used in two consecutive years in order to meet minimum expectations for scholarship.

Service Minimal productivity is satisfied by service in two of three categories: (a) Service on one internal research unit committee, with such service broadly defined to include committees supporting externally funded grants, facility management, information/data management, and recruitment and/or retention of postdoctoral and research faculty, (b) service on departmental and/or institutional committees, and (c) service on NIH review panels and/or review panels external to the institution.

Assistant Professor

Teaching Two courses per semester or four courses per academic year, not including winter intersession and summer. Assistant Professors are expected to serve as primary mentor graduate students and to serve on graduate student milestone committees. Teaching loads for probationary faculty will be two courses for the academic year (e.g., 1-1) unless otherwise noted in the letter of offer. It is also recognized that incoming faculty are not expected to be primary mentor for graduate students in year 1. This policy also recognizes the probationary faculty member's pre-tenure research semester as outlined in Article 10 of the Unit 1 collective bargaining agreement.

Scholarship minimal productivity may be satisfied with any of the following categories: (a) one refereed publications in print, in press, or published online, (b) one authored or edited book, (c) one published comprehensive training manual or software package or application, (d) one book chapter, (e) one external grant proposal [Note: Grant proposals are subject to review by the chair or the Policy & Planning Committee to determine whether they satisfy the intended objective], (f) one external grant funded as PI, or (g) submission of two refereed papers if other categories are not met. Category g may not be used in two consecutive years in order to meet minimum expectations for scholarship.

Service **Departmental** : Serving on at least one Departmental standing committee per academic year. Assistant Professors are not expected to serve as Chair of Departmental committees, or serve on college or university level committees. **Professional** : Assistant

Professors are expected to engage in professional service activities such as performance of manuscript reviews and grant reviews.

Associate Professor

Teaching Two courses per semester or four courses per academic year, not including winter intersession and summer. Associate Professors are expected to serve as primary mentor graduate students, to effectively mentor students to complete departmental milestones, and to serve on graduate student milestone committees.

Scholarship minimal productivity may be satisfied with any of the following categories: (a) one refereed publications in print, in press, or published online, (b) one authored or edited book, (c) one published comprehensive training manual or software package or application, (d) one book chapter, (e) one external grant proposal [Note: Grant proposals are subject to review by the chair or the Policy & Planning Committee to determine whether they satisfy the intended objective], (f) one external grant funded as PI, or (g) submission of two refereed papers if other categories are not met. Category g may not be used in two consecutive years in order to meet minimum expectations for scholarship.

Service **Departmental** : Serving on at least two standing committees per academic year. Chairing at least one committee at the Departmental level or service on a major College or University committee is expected. **Professional** : Associate Professors are expected to engage in professional service activities such as performance of manuscript reviews and grant reviews, service on editorial boards, service to professional organizations.

Professor (Full)

Teaching Two courses per semester or four courses per academic year, not including winter intersession and summer. Professors are expected to serve as primary mentor to graduate students, to effectively mentor students to complete departmental milestones, and to serve on graduate student milestone committees.

Scholarship minimal productivity may be satisfied with any of the following categories: (a) one refereed publications in print, in press, or published online, (b) one authored or edited book, (c) one published comprehensive training manual or software package or application, (d) one book chapter, (e) one external grant proposal [Note: Grant proposals are subject to review by the chair or the Policy & Planning Committee to determine whether they satisfy the intended objective], (f) one external grant funded as PI, or (g) submission of two refereed papers if other categories are not met. Category g may not be used in two consecutive years in order to meet minimum expectations for scholarship.

Service **Departmental** : Serving on at least two standing committees per academic year and Chairing one Departmental Committee or UNM committee outside the Department is expected. Service on at least one committee outside the department (College, University) or major service to the Department are expected (e.g., Area Head). **Professional** : Professors are

expected to engage in professional service activities such as performance of manuscript reviews and grant reviews, service on editorial boards, service to professional organizations.

III. Mitigating (Modifying) Factors

A. Administrative Duties

1. Faculty performing the following administrative duties that exceed workload norm expectations may choose to receive fractional credit toward course releases according to the following schedule. Fractional course releases can be accumulated and converted to full course release in a semester negotiated with the unit chair or director.

- Serving as Editor of a journal – 0.5 courses per academic year
- Serving as Consulting, Associate, or Field Editor of a Journal – 0.25 courses per academic year
- Director of a Category I Center – 1 course per academic year.
- Director of Clinical Training – 1 course per academic year
- Director of Alcohol Specialty Clinic – 1 course per academic year
- Associate Chair – 0.5 courses per academic year
- Standing member or Chair (3 or more meetings) or comparable service on NIH/NSF study sections – 0.5 courses per year

Total course release credits under III.A.1 and III.B.1 may be accumulated up to two course releases within an academic year.

B. Other factors

1. Faculty performing the following activities in the areas of teaching and scholarship that exceed workload norms will accrue fractional course release credit according to the following schedule:

a. TEACHING/MENTORING CATEGORY

- Clinical Supervision – 0.2 courses per semester and student or case supervised. Alternatively, one could accumulate 80 hours of supervision and receive 1 release.
- Teaching large undergraduate service class (>100 students) – 0.25 courses per course taught
- Teaching writing intensive course without GA support – 0.25 courses per course taught
- Chairing a completed dissertation committee – 0.25 courses
- Chairing a completed Master's committee – 0.25 courses
- Teaching a graduate course with an additional laboratory component - .25 courses

b. SCHOLARSHIP CATEGORY

- Intensive Research Productivity (rating in top 8 in the department for research productivity) – 0.5 course release per academic year
- Intermediate Research Productivity (rating of 9-16 in the department for research productivity) – 0.25 course releases per academic year

Fractional course releases can be accumulated and converted to full course release in a semester negotiated with the unit chair or director. Once one course release has been accrued it must be used within the following **four semesters** not including sabbatical leave.

Total course release credits under III.A.1 and III.B.1 may be accumulated up to two course releases within an academic year.

2. Psychology's *Workload Policy* further recognizes course releases that a bargaining unit member receives through other mechanisms at UNM. These include ...
 - a. Course releases included in a bargaining unit member's letter of offer
 - b. Course releases granted by UNM administrative units at the level of the College or higher
 - c. Course releases associated with research semesters/research leaves approved by the College of Arts and Sciences.

3. Psychology's *Workload Policy* recognizes that faculty performing additional duties outlined in Mitigating Factors may have, under established agreements and departmental policies, accumulated course releases prior to the implementation of the current workload policy. Faculty who have accumulated course releases will maintain up to four accumulated releases in the categories of Teaching, Scholarship, and Service under the workload policy. Releases accumulated prior to July 1, 2022 must be used prior to June 30, 2025. Sabbatical leaves during this period will extend the end date by a length equivalent to the sabbatical leave.

4. Psychology's *Workload Policy* recognizes that FTE may vary between bargaining unit members, and the FTE of a single bargaining unit member can change within a period covered by the current workload expectation review. Should a mid-year change in FTE occur, workload norms stated above will be proportional to the bargaining unit member's mean FTE for the year in which the FTE change occurred.

5. Psychology's *Workload Policy* recognizes the bargaining unit members' option of taking Research Leave, Sabbatical Leave, and Leave Without Pay with approval from the Chair, College, and Provost during which workload may be altered and course releases may be granted.

C. Course buy-outs

Members of the bargaining unit may buy out of courses based on the approved buyout schedule provided by the College. A member may not buy-out of the entire teaching workload as all members must teach at least one course per academic year. Psychology's *Workload Policy* recognizes and incorporates the College research-funded course buyout policy.

D. Mind Research Network (MRN)-UNM Professors

Psychology's *Workload Policy* recognizes that joint MRN-UNM Professors may be hired under an active MRN-UNM Professorship Agreement signed by the Provost and representatives of MRN. MRN-UNM Professors with faculty appointments in Psychology will perform teaching,

scholarship, and service duties with adjusted norms based on the proportional FTE associated with the bargaining unit member's appointment at UNM (see also section III.B.4).

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 temporary part-time rate per course unless otherwise noted. 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)

Given this workload policy provides reduction of teaching workload in accordance with the schedules above for mitigating factors, in general faculty performing administrative duties will not receive additional compensation. In some cases, a Special Administrative Component (SAC) will be paid for administrative beyond that involved in the normal workload. The 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.

Members of the bargaining unit performing the following duties will receive a SAC in lieu of or in addition to course releases. Specific Amounts vary and are determined by the Department and College.

- a) Area Head, Director of Clinical Training
- b) Emphasis Head
- c) Associate Chair
- d) Coordinator of Accelerated Online Program of Studies
- e) Category I Center Director

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 workload expectation review is separate from the annual performance review and will include a system of accounting for work done during the academic year.

The annual review of workload expectation 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 traditional allocation of 40/40/20 assigned to teaching/scholarship/service of tenured and tenure-track faculty. The Department Chair shall consult with the Department's Annual Performance Review (formerly "Salary") Committee, which is elected by the voting faculty, to perform the workload expectation review and ensure transparency and consistency in the evaluation of workload expectations.

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. The policy is subject to change by majority vote of the collective bargaining unit members of the Department of Psychology.