Academic Workload Policy – *Religious Studies Program*

Approved by Religious Studies Committee 2/23/2022

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

I. OVERVIEW
The Religious Studies Program recognizes all three elements of bargaining unit members' work to be teaching, scholarship, and service. The categories of teaching and service apply to all Lecturers, and the categories of teaching, scholarship, and service apply to all Tenure-Track faculty. Each of these categories is briefly described below:

Teaching
Teaching in the *Religious Studies Program* 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 theses, dissertations, and seminars; TA supervision; advising of students; participation in Masters or PhD committees; conducting independent studies; 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

Scholarship
Scholarly work (also referred to as scholarship or research) in the *Religious Studies Program* is understood to include any work carried out and documented by bargaining unit members to produce and disseminate new knowledge. This can include (but is not limited to) 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 and public scholarship; pedagogical research; publication of books, articles, and/or encyclopedia entries and journal reviews; grant writing and principal investigator (PI) duties; conference presentations/panels; evaluations of manuscripts for publications for journals and presses; acting as a journal editor.

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; mentoring of students and colleagues; participation in departmental meetings; participation in graduation ceremonies; participation in recruitment activities for students; participation in recruiting and hiring of faculty and staff; participation in tenure and promotion panels; writing letters of recommendation for promotion for colleagues at other institutions; advising or providing expertise for UNM initiatives; community, regional, national, or global service engagements; activity in national and

international societies in members' academic field (or related fields); organization of conferences whether for students or faculty; and organization or participation in community outreach events.

II. WORKLOAD NORMS by TITLE & RANK

LECTURER Workload Categories:

The workload of lecturers is generally distributed between <u>teaching</u> at 80% of workload, and and <u>service</u> at 20% of workload.

Teaching
Will take into account (but not be limited to) the following:
- whether the teaching load includes different sections of the same class vs. different classes
- teaching lower-division vs. upper-division classes
- curriculum development: teaching a new class/redesigning a class/teaching a previously taught class
- advising of students
- working with students on independent studies
- organization of student conferences (whether graduate or undergraduate)
- whether the teaching load includes large enrollment classes

The quantity of service provided (to be negotiated with the chair of the program and in coordination with the program) will also be considered in measuring whether this category has been satisfied.

Scholarship
No scholarship is expected

Service
Will take into account (but not be limited to) the following:
- participation in shared governance
- participation in department-, campus- and system- wide committees
- advising a student club
- mentoring of students and 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
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- certain publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

Lecturer I and II
Teaching - 3 courses per semester or 6 courses per academic year. This number may be adjusted based on overloads in service or other forms of teaching, to be arranged with the director of the Religious Studies Program.

Scholarship - not required. One session of professional development per academic year is recommended when and (only) if funding is made available.

Service – Service on the religious studies committee, as well as service equivalent to one unit committee assignment per academic year. Service may be drawn from any combination of (but not limited to) the following:
- participation in shared governance
- participation in program-, campus- and system- wide committees where appropriate
- advising a student club
- mentoring of students and colleagues
- participation in unit meetings
- participation in graduation ceremonies
- participation in recruitment activities for students
- participation in recruiting and hiring activities for faculty and staff where appropriate
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- certain publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

Lecturer III
Teaching - 3 courses per semester or 6 courses per academic year. This number may be adjusted based on overloads in service or other forms of teaching, to be arranged with the director of the Religious Studies Program.

Scholarship - not required. One session of professional development per academic year is recommended when and (only) if funding is made available.

Service – Service on the religious studies committee, as well as service equivalent to one unit committee assignment per academic year. Service may be drawn from any combination of (but not limited to) the following:
- participation in shared governance
- participation in program-, campus- and system- wide committees where appropriate
- advising a student club
- mentoring of students and colleagues
- participation in unit meetings
- participation in graduation ceremonies
- participation in recruitment activities for students

- participation in recruiting and hiring activities for faculty and staff where appropriate
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- certain publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

Senior Lecturer I and II

Teaching - 3 courses per semester or 6 courses per academic year. This number may be adjusted based on overloads in service or in other forms of teaching, to be arranged with the director of the Religious Studies Program.

Scholarship - not required. One session of professional development per academic year is recommended when and (only) if funding is made available.

Service – Service equivalent to the workload of one course per semester. This service should include service on the religious studies committee, as well as service drawn from any combination of (but not limited to) the following:
- participation in shared governance
- participation in program-, campus- and system- wide committees where appropriate
- advising a student club
- mentoring of students and colleagues
- participation in unit meetings
- participation in graduation ceremonies
- participation in recruitment activities for students
- participation in recruiting and hiring activities for faculty and staff where appropriate
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- certain publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

Senior Lecturer III

Teaching - 3 courses per semester or 6 courses per academic year. This number may be adjusted based on overloads in service or other forms of teaching, to be arranged with the director of the Religious Studies Program.

Scholarship - not required. One session of professional development per academic year is recommended when and (only) if funding is made available.

Service – Service equivalent to the workload of one course per semester. This service should include service on the religious studies committee, as well as service drawn from any combination of (but not limited to) the following:

- participation in shared governance
- participation in program-, campus- and system- wide committees where appropriate
- advising a student club
- mentoring of students and colleagues
- participation in unit meetings
- participation in graduation ceremonies
- participation in recruitment activities for students
- participation in recruiting and hiring activities for faculty and staff where appropriate
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- certain publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

Principal Lecturer I and II

Teaching - 3 courses per semester or 6 courses per academic year. This number may be adjusted based on overloads in service or other forms of teaching, to be arranged with the director of the Relgious Studies Program.

Scholarship - not required. One session of professional development per academic year is recommended when and (only) if funding is made available.

Service – Service equivalent to the workload of one course per semester. This service should include service on the religious studies committee, as well as service drawn from any combination of (but not limited to) the following:

- participation in shared governance
- participation in program-, campus- and system- wide committees where appropriate
- advising a student club
- mentoring of students and colleagues
- participation in unit meetings
- participation in graduation ceremonies
- participation in recruitment activities for students
- participation in recruiting and hiring activities for faculty and staff where appropriate
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- certain publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training

- community outreach

<u>Principal Lecturer III</u>

Teaching - 3 courses per semester or 6 courses per academic year. This number may be adjusted based on overloads in service or other forms of teaching, to be arranged with the director of the Religious Studies Program.

Scholarship - not required. One session of professional development per academic year is recommended when and (only) if funding is made available.

Service – Service equivalent to the workload of one course per semester. This service should include service on the religious studies committee, as well as service drawn from any combination of (but not limited to) the following:
- participation in shared governance
- participation in program-, campus- and system- wide committees where appropriate
- advising a student club
- mentoring of students and colleagues
- participation in unit meetings
- participation in graduation ceremonies
- participation in recruitment activities for students
- participation in recruiting and hiring activities for faculty and staff where appropriate
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- certain publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

TENURED & TENURE-TRACK FACULTY Workload Categories:

The workload of tenured and tenure-track faculty is generally distributed between <u>teaching</u> at 40% of workload, <u>scholarship</u> at 40% of workload, and <u>service</u> at 20% of workload.

Teaching
Will take into account (but not be limited to):
- whether the teaching load includes different sections of the same class vs. different classes
- teaching lower-division vs. upper-division classes
- advising of students
- working with students on independent studies
- curriculum development: teaching a new class/redesigning a class/teaching a previously taught class
- organization of student conferences (whether graduate or undergraduate)

- advisement of M.A. and Ph.D. Theses
- whether the teaching load includes large enrollment classes

Scholarship
Will take into account (but not be limited to):
- all forms of publication in the person's field or in related fields of expertise (monographs, essays, encyclopedia entries, etc.)
- conference attendance (professional)
- organization of conferences and conference panels
- archival and laboratory work, and data gathering (including community-based)
- pedagogical research
- grant writing and activity as a Principal Investigator (PI) on a grant
- evaluation for publication of journal articles, essays and monographs for publication in the field of expertise or in related fields
- editing a journal
- community-engaged research
- public dissemination of research (media, podcast communication)

Service
Will take into account (but not be limited to):
- participation in shared governance
- participation in department-, campus- and system- wide committees where appropriate
- advising a student club
- mentoring of students and colleagues
- participation in unit meetings
- participation in graduation ceremonies
- participation in recruitment activities for students
- participation in recruiting and hiring activities for faculty and staff
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- professional training that contributes to professional development and pedagogical training
- community outreach
- attending student conferences and events

Assistant Professor
Teaching - 2 courses per semester or 4 courses per academic year. This number may be adjusted based on overloads in service or other forms of teaching, to be arranged with the director of the Religious Studies Program.

Scholarship - At least one paper published or submitted for publication per year in accordance with the department's published performance expectations policy. The publication of a monograph will satisfy this requirement for three years. Attending at least one in-person or

virtual conference per year for as long as the institution continues to participate in the funding of such professional activities.

Additional work in this category that may fulfill this requirement may consist of (but not be limited to):
- editing or co-editing a volume or special edition of a journal, and/or publishing a chapter in a collected volume.
- laboratory or archival based research
- community-based or public scholarship
- pedagogical research
- grant writing and principal investigator (PI) duties
- mentoring of research students
- evaluations of manuscripts for publications for journals and presses
- acting as a journal editor

Service – Service on the religious studies committee, as well as service equivalent to one unit committee assignment per academic year. Service may be drawn from any combination of (but not limited to) the following:
- participation in shared governance
- participation in program-, campus- and system- wide committees where appropriate
- advising a student club
- mentoring of students and colleagues
- participation in unit meetings
- participation in graduation ceremonies
- participation in recruitment activities for students
- participation in recruiting and hiring activities for faculty and staff where appropriate
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- certain publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

Associate Professor
Teaching - 2 courses per semester or 4 courses per academic year. This number may be adjusted based on overloads in service or other forms of teaching, to be arranged with the director of the Religious Studies program.

Scholarship - At least one paper published or submitted for publication per year in accordance with the department's published performance expectations policy. The publication of a monograph will satisfy this requirement for three years. Attending at least one in-person or virtual conference per year for as long as the institution continues to participate in the funding of such professional activities.

Additional work in this category that may fulfill this requirement may consist of (but not be limited to):
- editing or co-editing a volume or special edition of a journal, and/or publishing a chapter in a collected volume
- laboratory or archival based research
- community-based or public scholarship
- pedagogical research
- grant writing and principal investigator (PI) duties
- mentoring of research students
- evaluations of manuscripts for publications for journals and presses
- acting as a journal editor

Service – Service equivalent to the workload of one course per semester. This service should include service on the religious studies committee, as well as service drawn from any combination of (but not limited to) the following:
- participation in shared governance
- participation in program-, campus- and system- wide committees where appropriate
- advising a student club
- mentoring of students and colleagues
- participation in unit meetings
- participation in graduation ceremonies
- participation in recruitment activities for students
- participation in recruiting and hiring activities for faculty and staff where appropriate
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- certain publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

<u>Professor</u>
Teaching - 2 courses per semester or 4 courses per academic year. This number may be adjusted based on overloads in service or other forms of teaching, to be arranged with the director of the Religious Studies program.

Scholarship - At least one paper published or submitted for publication per year in accordance with the department's published performance expectations policy. The publication of a monograph will satisfy this requirement for three years. Attending at least one in-person or virtual conference per year for as long as the institution continues to participate in the funding of such professional activities.

Additional work in this category that may fulfill this requirement may consist of (but not be limited to):

- editing or co-editing a volume or special edition of a journal, and/or publishing a chapter in a collected volume
- laboratory or archival based research
- community-based or public scholarship
- pedagogical research
- grant writing and principal investigator (PI) duties
- mentoring of research students
- evaluations of manuscripts for publications for journals and presses
- acting as a journal editor

Service – Service equivalent to the workload of one course per semester. This service should include service on the religious studies committee, as well as service drawn from any combination of (but not limited to) the following:
- participation in shared governance
- participation in program-, campus- and system- wide committees where appropriate
- advising a student club
- mentoring of students and colleagues
- participation in unit meetings
- participation in graduation ceremonies
- participation in recruitment activities for students
- participation in recruiting and hiring activities for faculty and staff where appropriate
- advising or providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- certain publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

III. Mitigating (Modifying) Factors

A) Administrative Duty Factors

Faculty performing 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) Serving as program undergraduate adviser – 1 course release for six semesters of advising
b) Serving as assessment coordinator -- 1 course release for six semesters of assessment coordination

B. Other Factors

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

a) Serving as a Ph.D. or M.A. committee chair – 0.1 course per academic year (0.3 courses max per committee chaired)
b) Editing a journal – 0.25 course per academic year
c) Teaching undergraduate class >80 students – 1 course release for four large classes
d) Independent Studies - one course release for 14 students in independent study (cumulative) – no expiration date
e) Organizing program extracurricular activities that require at least 2hrs of involvement/preparation per week over the course of a year - 0.5 course

Course release credits may be banked and can be accumulated for up to six semesters unless otherwise noted. 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 or can count towards future teaching loads. 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. However, in certain circumstances, some bargaining unit members who perform administrative duties that are not considered a part of their normal faculty service workload (see "Administrative Duty Factors" above) may choose to receive compensation rather than a course release. In this last case, a SAC will be paid from unit funds in proportion to the relevant course release factor, at the rate of 1.0 courses equal to the current compensation paid for one course taught by a PTI.

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 June 1st, the program 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.

The basis for the review will be an accounting of the academic year's workload provided by the faculty member on the program's Annual Performance Review Reporting Form. On the Reporting Form, the faculty member will have opportunity to offer narrative justification for any portion of the reported workload, as well as any variation from the normal allocation of 80/20 assigned to teaching/service of lectures, or 40/40/20 assigned to teaching/scholarship/service of tenured and tenure-track faculty. The faculty member will also have opportunity to articulate their workload expectations for the next year.

The program recognizes faculty member's interests and focus can change over time, and this may be reflected in flexibility in the distribution of workload between teaching, scholarship, and service. It is during the annual review that each faculty member can therefore justify any temporary alteration of the distribution of workload across these categories within reason. As an example, for tenure stream faculty, 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.

Upon review of the workload, the program director will provide a statement to the faculty member confirming that they have met their workload expectations for the academic year. This statement may be integrated into the faculty member's annual performance review.

In the spirit of transparency and accountability, the workload expectations accounting for each bargaining unit member (as submitted on the Reporting Form) will be made available to any bargaining unit member in the program 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.