

UNM Department of Landscape Architecture Workload Policy | May 19, 2022

The Department of Landscape Architecture Workload Policy is comprised of three categories: Teaching, Scholarship/Research, and Service. The Department supports an accredited Master of Landscape Architecture program. The following teaching/research/service load is aligned with the standards set forth by the Landscape Architecture Accreditation Board. Each workload category is described below.

Teaching

Teaching includes all activities associated with course instruction and student mentoring. 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 outcomes and grading; student mentoring; writing letters of recommendation; and assessment of departmental learning outcomes.

Scholarship/Research/Creative Work

Scholarly work includes any work carried out and documented that produces and disseminates knowledge or creative works. This may include, but is not limited to: journal articles, book chapters, books, conference presentations and papers, exhibitions, design competitions, built work, funded projects and research. Additionally, LA includes community engaged service learning as a valued form of scholarship, which is in line with UNM's Carnegie Community Engagement Classification.

Service

Service includes activities that do not fall into the definitions of teaching and scholarship and is oriented towards supporting the full and effective functioning of the department, institution, 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; 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.

Workload Norms

Appointment	Teaching /Typical	Scholarly Work	Service
Assistant Professor	40% 18 credits a year comprised of	40% Maintain an active scholarly agenda that includes peer reviewed	20% includes service to department, school, university, national

	one six-credit studio and one three-credit seminar/lecture course for fall and spring semester	publishing, research, and/or creative work	affiliation and community.
Associate Professor	40% 18 credits a year comprised of one six-credit studio and one three-credit seminar/lecture course for fall and spring semester	40% Maintain an active scholarly agenda that includes peer reviewed publishing, research, and/or creative work	20% includes service to department, school, university, national affiliation and community.
Professor	40% 9-12 credits a year	20% Maintain an active scholarly agenda that includes peer reviewed publishing, research, and/or creative work	40% includes service to department, school, university, national affiliation and community.
Professor of Practice	60% 6 credits a year, comprised of two lecture courses. POP's may also serve on thesis committees as a member.	30% May include professional practice, built work or publications specific to the field of landscape architecture.	10% includes service to department, school, national affiliation and community.
Lecturer	80-100% 12-15 credits a year, comprised of studio and/or core seminar courses	0%-10% Dependent on the individual contract between lecturer and department Chair	10-20% Primarily at the department level

Mitigating Factors:

Assistant Professors

Assistant Professors shall receive 9 credit hours of course release before the application for tenure date. Typically, the assistant professor may request and receive one studio course release and one seminar or lecture course release. Additionally, if a junior faculty serves as chair on 4 or more thesis committees, the faculty may receive a 3-credit course release.

Professor of Practice

The Professor of Practice is a position dominated by the inclusion of a person's professional expertise into the department. The teaching load is to be negotiated between the Chair and the person, but has historically been two, three-credit classes per year. Service is at the discretion of the POP, but participation in department meetings and thesis committees is expected. Since it is likely they are involved in professional networks within their non-university work life, other committees are at the will of the Chair and POP. Research may also be defined as professional practice, as it is expected that the POP is doing work that is in line with professional standards of the ASLA.

Lecturer

Lecturers typically teach between 12-15 credit hours per year. Lecturers are not required to engage in scholarship but are expected to engage department service. The workload policy provides flexibility in service vs. scholarship ratios in response to yearly departmental needs with the needs of the individual faculty member. In high service semesters (such as national accreditation or university review) the position may require more service and less teaching. This ratio is to be negotiated between the Lecturer and Chair.

Faculty who serve as Chair

Faculty who serve as Chair are expected to teach 6 credits a year. In semesters that demand extra administration (such as national accreditation or university review), the Chair may receive a course release.

Faculty who serve as Director of a Certificate Program or Center

Faculty who serve as Director are expected to teach 6-9 credits a year. In years with additional administration (such as hosting a conference, symposium, or undergoing review), the Director may negotiate a course release.

Service for all ranks

Service at the Department, School, University, national/professional and community level are all valued. Should a faculty member assume a leadership position at the national level (such as president of ASLA or CELA or editor for a notable discipline journal), a course release may be negotiated with the Department Chair. Faculty are not expected to cover all service categories each year, but to rotate between categories in a manner that reflects 20% of the overall workload.

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Annual Review of Workload Expectations

Each spring semester, the department chair will review each faculty member's workload plan and expectations in accordance with the parameters set out in this policy.

The annual review has two components: 1) review of work done consistent with the previous year's expectations established in the previous review, and 2) review the current expectations and expectations for the next review cycle.

The department recognizes faculty members' 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. For example, a faculty member may wish

to substitute more teaching for less scholarship without the teaching being considered a teaching overload.

Course Buyouts

Faculty may propose to buy out a portion of their teaching load. For buyouts of one course, the rate shall be \$2,000 per credit hour (eg: \$6,000 for a 3-credit course; \$12,000 for a 6-credit course). For multi-course or multi-term buyouts, the rate shall be a percentage of the faculty member's salary equal to the percentage of their load being bought out. Full load buyouts shall only be allowed for external scholarly faculty fellowships and in exceptional circumstances and must be approved by the Department Chair and Dean. The cost of a full buyout should normally be equal to the full salary of the faculty member.

Overload

In alignment with the CBA Article 13 and relevant University policies, a faculty member teaching more than the rank/title expectation, workload will be considered teaching an "overload." At the discretion of the overloaded faculty member, teaching overloads shall be compensated at the TPT rate per overloaded credit hour OR credit hours shall be carried forward and used as course releases as negotiated and scheduled by the individual faculty and Dept. Chair.