



**ACADEMIC WORK LOAD POLICY**  
**Department of Architecture**

The UNM Faculty handbook (C:100) measures an academic load in terms of teaching, scholarship, and service. This document is based on UNM’s Formula for Computing Faculty Loads (1975, ninth revision), as well as the SA+P policies for promotion and tenure. Since the courses within the Department of Architecture vary drastically in type and credit hour, workload units, rather than the number of courses, shall govern. The Department of Architecture defines an academic load based on a metric of 46 units per year.

**A. TEACHING**

The distribution of units is presented below. Teaching workloads for individual faculty will be reviewed on an annual basis by the Department Chair. Teaching load adjustments may be made after consultation with the individual faculty if their teaching, research, and service is not adequately undertaken as described in the sections below. Teaching or research load reductions shall follow the policies set forth by the UNM Faculty handbook.

**Distribution of Effort**

<b>TITLE</b>	<b>TEACHING</b>	<b>SCHOLARSHIP</b>	<b>SERVICE</b>
Assistant Professor	18 units (40%)	18 units (40%)	10 units (20%)
Associate Professor	14-28 units (30-60%)	14-28 units (30-60%)	10-18 units (10-40%)
Professor	14-28 units (30-60%)	14-28 units (30-60%)	10-18 units (10-40%)
Lecturer (I-III)	14-28 units	0	0
Principal Lecturer (I-III)	14-28 units	0	0-18 units
Professor of Practice	14-28 units	0	0-18 units
Administrative	0-18 units (0-40%)	10-18 units (20-40%)	10-28 units (20-60%)

**Distribution of Units:**

*Direct teaching units*

- 1 unit for each lecture or seminar credit hour taught
- 1.25 units for each studio (200-level and higher) credit hour taught
- 1.25 units for each credit hour for a class with enrollment of 51-125
- 1.5 units for each credit hour for a class with enrollment of 126-200
- 1.75 units for each credit hour for a class with enrollment of 201-400
- 2 units for each credit hour for a class with enrollment of 401+

*Indirect teaching units*

- 1 unit per course for a newly developed course
- 1 unit per course/instance for studio coordination
- 1 unit per course/instance for travel coordination
- 1 unit per course/instance for community-engaged courses with facilitation
- .6 unit per each .25FTE PA/GA/RA/TA supervised
- .2 (x the number of student credit hours) for independent studies
- 1 unit per student for chairing a thesis/project committee
- .2 unit per student for the membership of a student thesis/project committee

### *Example teaching loads*

*Sample year 1:* Two 6CH studio (15 units) + Two large 3CH lecture (51-125 students) (7.5 units) + Indirect teaching (6 units) = 28.5 (62%)

*Sample year 2:* Two 6CH studio (15 units) + One 3CH seminar (3 units) + Indirect teaching (3 units) = 21 units (45%)

*Sample semester 3:* Two 3CH large lecture (7.5 units) + Two 3CH seminar (6 units) + Indirect teaching (6 units) = 19.5 units (42%)

*Sample semester 4:* Two 3CH lecture (6 units) + Two 3CH seminar (6 units) + Indirect teaching (6 units) = 18 units (40%)

## **B. SCHOLARSHIP (Research, Scholarship, and Creative/Professional Work)**

According to university policy, units shall be assigned for non-sponsored scholarship and creative work on the basis of a project's scope and the faculty member's time devoted to it. Units therefore shall be assigned proportionately, on the basis of time spent, to the units assigned for teaching.

While the definition of scholarship varies widely within the Department of Architecture, the School and Department Promotion and Tenure policies shall provide the basis for determining the types and degree of scholarly production, though not the basis of work time. Based upon past Department practices and cumulative averages of outputs accepted for advancement to Associate Professor and full Professor, the below unit assignments shall be used as a guideline (not as a formula) for tenure-track and tenured faculty when assigning scholarship workload units, though they may vary from faculty to faculty on the basis of demonstrable time, rather than output:

**40% or 18 units/year:** an annual average of one item from category A; OR two items from category B; OR three items from category C

**30% or 14 units/year:** a tri-annual average of two item from category A; OR three items from category B; OR four items from category C

**20% or 10 units/year:** a bi-annual average of one item from category A; OR two items from category B; OR three items from category C

### **Category A (SA&P: “Rigorous juried or peer review processes”)**

---

Publication of juried, reviewed books, or book chapters;  
Juried major works in other digital, non-print media in the field;  
Juried publication or exhibition in recognized refereed print journals, exhibitions, or other recognized non-print media, including on-line venues;  
Awards or recognition in design competitions and/or professional work;  
Published critical reviews of the candidate’s work in recognized journals  
Authorship of adopted plans or professional projects; Formal recognition of authored analysis or practice by professional associations, governmental agencies, or established community organizations; and  
Conducting research funded through a competitive granting process by national agencies such as the National Science Foundation, the National Endowment of the Arts, National Endowment of the Humanities, or the Graham Foundation

### **Category B (SA&P: “Peer evaluation and recognition with less formal review”)**

---

Papers or creative work published in conference proceedings;  
Presentation of work to scholarly or professional conferences;  
Reports, plans and professional projects disseminated to community audiences;  
Publication of books, articles, designs, or planning projects in non-juried publications, either print or digital;  
Invited lectures;  
Exhibitions and publication of creative or professional work; Completion of research funded through a competitive granting process by a local or regional agency or foundation;  
Development of a website disseminating research result;  
Blogging on a recognized website;  
The construction of an architectural or landscape architecture design

### **Category C (SA+P: “Other dissemination and recognition)**

---

Solicited peer evaluation;  
Client evaluation;  
Grant application;  
Proposals, Research reports, or manuscripts;  
Contribution to public policies;  
Consultation resulting in a design, written evaluation, or report;  
Design competition entry;  
Work submitted directly to peers for evaluation; or  
Completion of research funded through a competitive UNM grant.

## **C. SERVICE**

The University recommends that no credit shall be given for service on one or two committees

within the School and one at-large UNM committee. However, the Department of Architecture recognizes all service as unit-worthy work, and thus units are distributed as below per year<sup>1</sup>:

- 2 units/year for UNM committees (per UNM's 1975 policy, the standard service load is three committees UNM-wide)
- 2 units/year for Associate Chair (equivalent of one course release per year)
- 2 units/year for each service project (unremunerated or public service for agencies, boards, organizations, commissions, etc. beyond UNM). Units may vary as determined in consultation with the Dept. Chair.

## **D. POLICIES**

### **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 a 100% (46 units) 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.

### **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.

---

<sup>1</sup> \*Service units for School-level positions, such as Associate Dean, Department Chair, or Associate Chair, which have historically earned 3 units per semester, shall be determined in negotiation with the Dean.

In the spirit of transparency and accountability, the workload accounting for each faculty member will be available to other faculty members if they ask.