Current UNM-Valencia Faculty Workload
2021-2022 Academic Year

As a branch community college within the University of New Mexico system, UNM-Valencia serves its service region by providing transfer and career technical education programs. All full-time faculty at UNM-Valencia are currently 1.0. All full-time faculty, regardless of title or track (tenure or lecturer), carry a teaching load of 15 credit hours per semester (fall and spring).

There are two exceptions to this general rule:

- Library faculty do not have a similar teaching load, as their workload breakdown consists of professional activities, and service and scholarly work.
- Nursing faculty work on a clock-hour basis rather than a credit-hour basis.

The following is a summary of the three types of full-time faculty appointments at UNM-Valencia:

1. **Tenured**: The term “tenured” indicates that the faculty members have permanent or continuous tenure, and their services should be terminated only for adequate cause, except in the case of retirement or under extraordinary circumstances because of financial exigencies. Tenured faculty members carry the title of either Associate Professor or Full Professor.

2. **Probationary**: The term “probationary” is synonymous with “tenure-track.” These faculty members carry the rank of Assistant Professor and, if successful, will achieve tenure and the rank of Associate Professor at the end of their probation period of six years.

3. **Lecturer**: The term “continuing non-tenure track” refers to faculty who are issued annual contracts and who have expectation that their contracts will be renewed for the subsequent year. These faculty members generally carry the rank of Lecturer I, II or III, depending on degree and other criteria. While not eligible for tenure, lecturers in each numerical class may be promoted to Senior Lecturer or Principal Lecturer, based on time in their position and the accomplishments outlined in their promotion dossiers.
   
   a. Lecturer I—The title used for individuals with a bachelor’s degree.
   b. Lecturer II—The title used for individuals with a master’s degree.
   c. Lecturer III—The title used for individuals with a terminal degree.

**Course Reassignment**

There are several course release options for faculty who are reassigned to other duties, and thus do not teach the full 15 credit hours per semester:
■ Administrative or service work
  - Division chairs receive 9 credit hours of reassigned time per semester (equivalent of three 3-credit hour courses)
  - Writing Center Director and Teaching and Learning Center Director receive 9 credit hours of reassigned time per semester (equivalent of three 3-credit hour courses)
  - Undergraduate Research Coordinator receives 8 credit hours of reassigned time per semester (equivalent of two 4-credit hour courses; typically science lecture plus lab)
  - Undergraduate Research faculty mentors receive 4 credit hours of reassigned time per semester (equivalent of one 4-credit hour course; typically science lecture plus lab)
  - Faculty activity coordinators for federal Title III or V grants (when applicable) receive 3 credit hours of reassigned time per semester (equivalent of one 3-credit hour course)
  - Program coordinators receive 3 credit hours of reassigned time per semester (equivalent of one 3-credit hour course)
  - Faculty Assembly president receives 3 credit hours of reassigned time per semester (equivalent of one 3-credit hour course)
  - Chair of Teaching and Learning Assessment Committee receives 3 credit hours of reassigned time per semester (equivalent of one 3-credit hour course)
  - Chair of Faculty Online Teaching and Review Committee receives 3 credit hours of reassigned time per semester (equivalent of one 3-credit hour course)

■ Scholarly work – Research Leave is available (minimum of two courses total) to eligible tenure-track faculty during their probationary period.

Workload Categories

Teaching:
Because UNM-Valencia has teaching as its primary mission, this category represents the largest share of the workload breakdown. As per the CBA for Unit 1:

“Teaching is understood to include all of the 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 thesis, dissertation, seminar, and special problems supervision; 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; curriculum development, review of literature and research in their subject
area for the purpose of teaching, review of literature on instructional methodology, and adult learning theory; and construction of and preparation for online courses."

According to the UNM-Valencia Faculty Handbook (Section C), basic requirements and expectations of faculty members include, but are not limited to:

- Teach assigned courses (30 credit hours across the academic year)
- Maintain office hours (to be posted on faculty member’s office door, with a copy available in the Academic Affairs Office; six hours per week required)
- Have teaching evaluated (each academic year, the UNM-Valencia annual faculty evaluation process requires both a peer and supervisor evaluation of teaching)
- Prepare a syllabus for each course section (to be also kept on file in the Academic Affairs Office)
- Take attendance
- Select and order textbooks
- Keep up with pertinent information (via emails or other postings from the Chancellor, Dean of Instruction, Provost, etc.)
- Adhere to policies and procedures (as found in the UNM Faculty Handbook, the UNM-Valencia Faculty Handbook, the UNM-Valencia Instructional Council Manual, etc.)

**Scholarly Work:**
As per the CBA for Unit 1:

“Scholarly work is understood to include any work carried out and documented by bargaining unit members in order 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; development and sharing of creative works, both artistic and literary; exhibitions; grant writing and principal investigator (PI) duties; mentoring of research students; and conference presentations/panels.”

At UNM-Valencia, opportunities for scholarly work include, but are not limited to:

- Conference attendance
- Conference presentation
- Continuing education
- Active professional organization participation
- Artistic exhibition
- Publications
- Grant writing/PI duties
- Undergraduate research leadership/mentorship
- Honors and awards
Service
As per the CBA for Unit 1:

“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; advising of students; provision of mentoring of students and colleagues; participation in Masters or PhD committees; 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.”

At UNM-Valencia, service opportunities include, but are not limited to:

- Serving on at least two committees during the academic year (can include a committee of the Faculty Senate at UNM-Albuquerque)
- Serving in an administrative capacity, such as division chair or program coordinator
- Serving as an officer for the Faculty Assembly (or a representative to the Faculty Senate at UNM-Albuquerque)
- Serving as an advisor to a student group/club

Workload Breakdown by Division

Overall workload is broken down by division, as determined by the members, on a 100-point/unit scale. These percentages apply to all full-time faculty, regardless of title or track (tenure or lecturer):

**Business and Industrial Technologies:**
Teaching: 80 units/percentage of effort (5/5)
Service: 10 units/percentage of effort
Scholarly Work: 10 units/percentage of effort

**Health Sciences:**
Teaching: 75 units/percentage of effort (5/5 equivalent)
Service: 15 units/percentage of effort
Scholarly Work: 10 units/percentage of effort
Humanities:
Teaching: 80 units/percentage of effort (5/5)
Service: 10 units/percentage of effort
Scholarly Work: 10 units/percentage of effort

Library:
Professional Activities: 60 units/percentage of effort
Service and Scholarly Work: 40 units/percentage of effort
*Because the librarians of faculty rank do not have a regular teaching workload, their breakdown only includes Scholarly Work/Professional Activities and Service.

Mathematics, Engineering, and Computer Science:
Teaching: 80 units/percentage of effort (5/5)
Service: 10 units/percentage of effort
Scholarly Work: 10 units/percentage of effort

Science and Wellness:
Teaching: 80 units/percentage of effort (5/5)
Service: 10 units/percentage of effort
Scholarly Work: 10 units/percentage of effort

Social Sciences:
Teaching: 80 units/percentage of effort (5/5)
Service: 10 units/percentage of effort
Scholarly Work: 10 units/percentage of effort

Additional Workload Policies and Procedures
Division Chairs will annually review and approve the individual academic workload expectations of each continuing faculty member to align with the workload policy and the needs of the department and college, in consultation with the Dean of Instruction. The Dean of Instruction will maintain record of all faculty workload assignments for review each year with Division Chairs.

Continuing faculty will be compensated for overload assignments on the same basis as that of adjunct faculty salaries. An overload assignment could consist of 1, 2, or 3 credit hours, as an individual course or any credit hours over the 15 credit hours of a standard teaching load.

Science labs are classified as a 3-credit hour load, either as part of the faculty member’s normal load or as an overload. Art Studio courses are classified as a 4-credit hour load, either as part of the faculty member’s normal load or as an overload.

Dean Approved: 03/16/2022  Provost Approved: 03/25/2022  To Be Reviewed: 2023