ACADEMIC WORKLOAD

UNM-VALENCIA

I.   Overview

In accordance with the Unit 1 Collective Bargaining Agreement (CBA) between the University of New Mexico (UNM) and United Academics – UNM, each Academic Unit "will have a published academic workload policy that defines the expectations for each category of teaching, scholarly work, and service for each faculty rank within the unit."

This policy defines the academic workload expectations for each required category of teaching, service, and scholarly work/professional activities for continuing faculty ranks (tenure-track, tenured, and lecturers) at UNM-Valencia. All continuing teaching faculty are expected to meet their contractual obligations as defined in this policy.

The UNM-Valencia Academic Workload Policy also complies with requirements of the Branch Campus Workload Standards. The Branch Campus Workload Standards include the set of common requirements for which all branch campus workload policies are structured.

II.   Academic Workload Standards (By Rank and Title)

In addition to the expectations for all faculty given in the Branch Campus Workload Standards, the normal workload standards for UNM-Valencia faculty are as follows:

Lecturer (I, II or III)

Area of Responsibility	Expectation	Percent Effort
Teaching	• 12 or 15 Standard Credits/Semester, for 27 Standard Credits across the academic year (fall and spring) • 3 Credit Hour assignment to Professional Dev/Scholarship or Service (fall **or** spring)	85%
Professional Development/Scholarship	Standard Expectation as defined by workload policy	5%
Service	Standard Expectation as defined by workload policy	10%

Senior Lecturer (I, II, or III)

Area of Responsibility	Expectation	Percent Effort
Teaching	12 or 15 Standard Credits per semester, for 27 Standard Credits across the academic year (fall and spring) 3 Credit Hour assignment to Professional Dev/Scholarship or Service (fall **or** spring)	85%
Professional Development/Scholarship	Standard Expectation as defined by workload policy	5%
Service	Standard Expectation as defined by workload policy	10%

Principal Lecturer (I, II, or III)

Area of Responsibility	Expectation	Percent Effort
Teaching	12 or 15 Standard Credits per semester, for 27 Standard Credits across the academic year (fall and spring) 3 Credit Hour assignment to Professional Dev/Scholarship or Service (fall **or** spring)	85%
Professional Development/Scholarship	Standard Expectation as defined by workload policy	5%
Service	Standard Expectation as defined by workload policy	10%

Assistant Professor

Area of Responsibility	Expectation	Percent Effort
Teaching	12 Standard Credits per semester (fall and spring), for 24 Standard Credits total 3 Credit Hour assignment to Professional Development/Scholarship or Service (fall and spring)	80%
Professional Development/Scholarship	Standard Expectation as defined by workload policy	10%
Service	Standard Expectation as defined by workload policy	10%

Associate Professor

Area of Responsibility	Expectation	Percent Effort
Teaching	• 12 Standard Credits per semester (fall and spring), for 24 Standard Credits total • 3 Credit Hour assignment to Professional Dev/Scholarship or Service per semester (fall and spring)	80%
Professional Development/Scholarship	Standard Expectation as defined by workload policy	10%
Service	Standard Expectation as defined by workload policy	10%

Professor

Area of Responsibility	Expectation	Percent Effort
Teaching	• 12 Standard Credits per semester (fall and spring), for 24 Standard Credits total • 3 Credit Hour assignment to Professional Dev/Scholarship or Service (fall and spring)	80%
Professional Development/Scholarship	Standard Expectation as defined by workload policy	10%
Service	Standard Expectation as defined by workload policy	10%

III.   Approved Reasons for Course Release and Mitigating Factors
- 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 6 credit hours of reassigned time per semester (made up of a combination of lab and lecture)
- 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)

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.

IV. Teaching Overload

Tenure-Track faculty and lecturers will be compensated for teaching overload assignments on the same basis as that of the current adjunct faculty salaries. A teaching overload assignment could consist of 1, 2, or 3 credit hours, as an individual course or any credit hours over the 15 or 12 credit hours (depending on rank and the semester) of a standard teaching load, specified above.

V. Annual Documentation of Academic Workload

Division Chairs will annually review and approve the individual academic workload expectations of each bargaining Unit 1 member to align with the workload policy and the needs of the division and campus, in consultation with the Dean of Instruction. The Dean of Instruction will maintain record of all bargaining Unit 1 member's workload assignments for review each year with Division Chairs. All changes to faculty workload, including course reassigned time, will be approved by the Division Chair and the Dean of Instruction.