

Anthropology Faculty Workload Policy

Date 2/23/2022

Section A. Tenure stream faculty members with full-time appointments in Anthropology

This section applies to tenured and tenure-track faculty members with a 1.0 FTE appointment in the Anthropology Department.

1. Teaching

Teaching comprises 40 percent of the workload of faculty members.

1.1 Normal teaching expectation. Faculty members shall be assigned a teaching load of two courses each semester. Additionally, faculty members will advise and mentor students outside of the classroom by serving on PhD and masters committees, supervising graduate and undergraduate research, serving on honors committees, teaching independent studies, etc.

1.2 Approved reasons for course releases. A reduction of one course per year is granted for the following departmental service assignments:

- Associate chair
- Director of the undergraduate committee
- Director of the graduate committee

Additional reasons for course reductions must be approved by the chair and include:

- Service assignments beyond the norm defined in the workload policy (see section A.3)
- Funded course buyouts, internal (UNM) or external (extramural)
- Load reduction in compensation for a teaching overload (section A.1.4) in an alternate semester

Other reasons for course releases:

- Sabbatical for tenured faculty. All tenured faculty members are released from classroom teaching and departmental service during sabbatical leave. While on sabbatical, they will continue to advise and mentor their students.
- Untenured assistant professors. Untenured assistant professors receive a one-course release in their first year. During their probationary period, they also receive a one-semester release from classroom teaching (but not from other teaching and service obligations) to further their research.
- Permanent reductions of one or more courses may be specified by the provost in the hiring contract. Other reductions may be provided by the dean or provost for temporary special administrative assignments.

1.3 Mitigating factors. It is recognized that in rare cases, a teaching load of two courses per semester may be planned for a faculty member, but that this load may in fact not materialize because of a shortfall in student enrollment. In such cases, the faculty member will teach an additional course, either as a 2H course the same term, a course during the next summer term,

or a third course in a subsequent semester. The chair will assign the course in consultation with the faculty member and the convener of the relevant subfield. This should be the only circumstance in which the teaching load of a full-time faculty member will be less than two courses per semester, except with the advance approval of the dean's office. The department must explain load reductions of this kind and present plans to minimize their repetition.

1.4 Teaching overload. A teaching load of more than two courses per semester constitutes a teaching overload. Overloads may be assigned to specific faculty by the chair to compensate for shortages due to faculty leaves, unexpected faculty resignations or retirements, or grant-funded buyouts. Faculty who teach overload courses will be compensated either financially, per college policies, or with a course release the following semester.

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.

2. Research

Research comprises 40 percent of the workload of faculty members.

The term research is understood to mean systematic, original investigation directed toward the generation, development, and validation of new knowledge or the solution of contemporary problems.

The faculty member's research should contribute to the discipline and serve as an indication of professional competence. The criteria for judging research must reflect the generally accepted standards prevailing in the anthropology discipline. To qualify as research, the results of the endeavor must be disseminated and subject to critical peer evaluation in a manner appropriate to the anthropology discipline.

Evidence of research workload is exemplified by:

- A record of peer-reviewed scholarship judged to be significant by departmental peers and by recognized experts in the field external to UNM.
- Regular national/international presentations.
- A record of applying for and receiving funding appropriate for the candidate's research program.
- Evidence of a growing national reputation, e.g., citations, awards, invited talks.

3. Service

Service comprises 20 percent of the workload of faculty members.

There are two broad categories of faculty service: professional and public.

1. Professional service consists of those activities performed within the academic community that are directly related to the faculty member's discipline or profession.

Within the university, it includes a) service necessary for the regular operation of departments and colleges and the university as a whole, including, for example, facilitating the day-to-day operations of academic life, and b) mentoring students and colleagues.

2. Public service consists of activities that arise from a faculty member's role in the university. These activities normally involve the sharing and application of faculty expertise to issues and needs of the civic community in which the university is located, or in communities where research is conducted. Service to the university, to the faculty member's profession and to the local, national, and international communities beyond the university is reviewed in this category. Evidence of performance in this area includes committee work at the university, college and department levels, and participation in professional organizations of the discipline and in the community in the faculty member's professional capacity.

For assistant professors, service workload shall include:

- Service on at least 1 committee at department or college level
- Manuscript or grant review

For associate professors, service workload shall consist of:

- Service on at least 2 committees at department or college level
- Involvement in professional or community organizations beyond membership
- Manuscript or grant review

For full professor, service workload shall consist of:

- Continuing service in all areas previously mentioned
- Leadership in one or more departmental, college, professional and/or community organizations

4. Annual Review of Workload Expectations

Each year, in the spring semester, before May 1, the department chair will undertake a review of each bargaining unit member's workload expectations in accordance with the parameters set out in this policy.

An accounting of total workload will sum to 100 percent, 40 percent for teaching, 40 percent for research, and 20 percent for service. Each bargaining unit member will, by agreement with the chair and in accordance with this policy, allocate their workload, based on rank norms and applicable modifying factors, to sum to 100 percent.

The department recognizes faculty members' workload allocation may vary from year to year. It is during the **Annual Review of Workload Expectations** that each faculty member can express a desire to alter the distribution of workload across these three categories for the coming

calendar year. In such cases, the chair must agree to the reallocation of workload effort, and the 100 percent workload will be adjusted accordingly. As examples, teaching may be reduced for one or two semesters with a corresponding increase in scholarly workload, however this cannot persist beyond two consecutive semesters. Similarly, a faculty member may wish to substitute more teaching for less scholarship; in this case, any teaching above the norm established in section A.1.2 of this workload policy will not be considered a teaching overload.

In the spirit of transparency and accountability, the workload expectations accounting for each bargaining unit member will be made available to any bargaining unit member in the department each year upon request.

5. Special Administrative Components (SAC)

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.

6. Modifications

Any modification to this workload policy must be approved by a majority of the tenured and tenure-track faculty in the department and by the dean and provost.

7. New faculty

This workload policy will be provided to prospective new faculty members along with their letter of offer.

Section B. Tenure-stream faculty with partial appointments in the Anthropology Department

Unless otherwise specified contractually at the time of hire, in all three areas, teaching, research and service, the workload of a faculty member with a partial appointment will be proportional to the fractional appointment in the department.

Section C. Non-tenure-track research faculty in the Anthropology Department

Teaching, research and service workload expectations for non-tenure-track research assistant professors, research associate professors, and research professors are negotiated on an individual basis and specified in the letter of offer at the time of appointment.