

Academic Load Policy
Department of Chemical & Biological Engineering
School of Engineering
University of New Mexico

Adopted by the CBE faculty on February 21, 2022

1. Introduction

Section *C100: Academic Load* of the UNM Faculty Handbook articulates a policy governing the officially recognized duties carried out by faculty. These duties fall into the three familiar categories of teaching, scholarly work, and service. This policy and the closely related *C110: Teaching Assignments* policy wisely provide uniform guidelines across Academic Affairs, while recognizing that the overall academic load can be achieved by different mixes of teaching, research, and service to accommodate the diverse character and needs of individual units. Since UNM faculty in Unit 1 are also subject to the provisions of the Collective Bargaining Agreement effective July 1, 2021, this policy conforms to the guidelines in article 13 of the CBA on Academic Workload.

2. Service

Service is understood to include any activity that does not fall into the definitions of teaching, research and scholarship as described in section 3. All faculty members are expected to participate in these activities to help ensure the effective functioning of the department, institution, or academic discipline or academic community more broadly, as well as to serve the public and broader community beyond the university. Examples of service activities carried out by the faculty include, but are not limited to: participation in shared governance; participation in department-, campus- and system-wide committees; advising of students; mentoring of students and colleagues; participation in Masters and PhD committees; participation in faculty assembly meetings; participation in faculty meetings and retreats; participation in graduation ceremonies; participation in recruitment activities for students; participation in recruitment and hiring activities for faculty and staff; participation in recruiting and hiring activities for faculty and staff; participation in tenure and promotion committees in the department and school level; advising or providing expertise to UNM initiatives; community, regional, national, or global service engagements; activity in national and international societies; organizing of conferences; peer review of scholarly works; acting as journal editor; jurist for creative works exhibition; and organization or participation in community outreach events.

3. Guidelines and Parameters for Balancing Teaching, Research and Service for Regular Faculty with Full-Time Appointments

The guidelines and parameters in this section apply to tenure/tenure-track faculty with the ranks of Assistant Professor, Associate Professor, Professor and Regents and Distinguished Professors. Faculty in these ranks in a R1 flagship institution will be expected to be active in research, teaching and service (as defined in section 2). Research at a university involves mentoring of students and/or early career researchers, which is another form of teaching, requiring a significant time commitment. Therefore, consistent

with the activities of a tenure/tenure-track faculty member in the Chemical & Biological engineering department, we expect the base teaching load will be 3 courses each year, with at least two courses from category 1 (as described in section 5). Tenure-track assistant professors during their initial probationary appointment are required by department policy to teach two classes per year until mid-promotional review, then afterwards teach the base load. We define below the expectations of a faculty member who carries the base teaching load, and then propose mechanisms to accommodate faculty members whose activities in research, teaching or service deviate significantly from the expectations listed in this section.

a) Faculty whose academic activities include a significant level of research, defined as:

- having \$50k or more of annual research expenditures (as calculated in Section 6), or
- supervising 3 or more total of graduate students (as established according to Section 7), post-docs, research scientists and research faculty, or
- having 1 or more issued US patents in the previous two calendar year, or
- demonstrating scholarly impact through peer-reviewed publications in the previous calendar year.

The base teaching load for faculty in this category will normally be 3 courses per year with at least two courses from category 1 (as described in section 5)

b) Faculty whose academic activities are centered on teaching, defined as:

- having less than \$50k of annual research expenditures (as calculated in Section 6), and
- supervising fewer than a total of 3 graduate students (as established in Section 7), post-docs, research scientists and research faculty, and
- having no issued US patent in the previous two calendar years, and
- not demonstrating scholarly impact through peer-reviewed publications in the previous calendar year.

The base teaching load for faculty in this category will be 4 or more classes per year, depending on the level of service or other relevant considerations, as determined by the department chair.

To accommodate research workloads that deviate significantly from that outlined in (a) above, and in consideration of faculty members who assume heavy service loads, the base teaching load may be reduced by one course per year for faculty:

- supervising a total of 6 or more of graduate students (as established in Section 7), post-docs, research scientists and research faculty, or
- having a significant departmental administrative appointment with approval by the department chair, or
- having a significant administrative appointment within SOE with approval by the dean

Notwithstanding any such reductions in the base load, we expect all faculty to teach 2 courses in category 1 (as described in section 5). Reduction below this teaching load is only possible by using research or other funding to compensate his/her department at a level that is normally 15%

of the academic year salary for each unit of course reduction. Such “release time” funds will remain in the faculty member’s department to be managed by the department chair.

A faculty member who wishes to reduce his/her teaching load below 1 course/year must have approval of the department chair.

Teaching overload monetary compensation may be provided for activities outside the scope of the core teaching program where additional external funding is available, for example the development of an online program, or courses that are part of a research grant or contract. Each individual case will be decided on its merits as discussed with the department chair and with approval from the dean of engineering.

4. Guidelines and Parameters for Balancing Teaching and Research for Regular Faculty with less than Full-Time Appointments

For faculty members with less than full-time appointments, the base teaching loads in Section 2 will be adjusted in proportion to the fraction of the appointment. For example, faculty members having 0.5 FTE appointments within the school or having a 50% administrative appointment within the school would have base teaching loads that are one half of those in Section 2.

Administrative appointments within the school that are at the level of 50% include:

- Department chair
- Associate Dean for Academic Affairs
- Associate Dean for Research

In all cases in which the base teaching load is reduced for a reduced FTE or administrative appointment, the guidelines for further course load reduction through release time funding remain the same as those in Section 3.

University policies on parental and medical leave take precedence over the School’s Academic Load Policy.

5. Procedure for Establishing Faculty Base Teaching Load

The base teaching load for each faculty member will normally be established by the department chair each February for the following academic year. The determination of the faculty member’s research expenditures and graduate student supervision will follow the procedures in Sections 6 and 7, respectively. The table on the next page shows a characterization of courses taught by CBE faculty. It is expected that each faculty member will teach at least two classes in category 1. The third class in the base load can come from category 2. Category 3 classes will not be counted in the base teaching load. Fractional course teaching credit will be allocated to courses that are co-taught, or those with credit hours less than 3, but only after considering the actual contact hours required for a course (for example multiple sections, or a laboratory course).

Category	Nature of course	
1	Classes required in the major at the undergraduate or graduate level (including CBE, BME and NSME programs)	Core undergraduate class, with enrollments of the majority of the class year, 2-3 contact hours, plus recitations, office hours, etc. Core undergraduate laboratory classes may have contact times of 6 hours or more, but lower demands on lecture preparation. Core graduate class, which in some cases may also serve as an undergraduate elective class. Typical enrollments of the majority of the graduate class each year, 3 contact hours per week, and include homework and office hours. CBE 501, will be considered as a 0.5 teaching load each semester. CBE 101/102 will be considered as 1 course assuming there are two sections.
2	Elective class	The enrollments may be somewhat smaller than the core classes and serve as electives in the graduate and undergraduate programs.
3	Seminar courses, group meetings, independent study	Courses in this category will not count towards the base teaching load.

6. Determination of Annual Research Expenditures

For the purposes of Section 3, annual research expenditures will be determined from research expenditure reports provided by the school to each department based on research expenditures made in a faculty member's "org code" as well as in other units on campus as the greater of:

- research expenditures for the previous calendar year, or
- the average of research expenditures for the previous 2 calendar years.

7. Determination of Graduate Student Supervision

For the purposes of Section 3, the number of graduate students supervised will be the number of graduate students (PhD and thesis MS students) supervised at the end of the fall semester of the previous calendar year, plus any additional supervised students who have graduated during the previous calendar year. Non-thesis MS students in plan 2 and 3, or in the shared credit program, will not be counted in the total number of students being supervised. When a student is supervised jointly with another faculty member, each faculty member will get 0.5 student supervision credit, however there may be cases where active involvement of two faculty members is evident and then each faculty member may get credit for supervision. This determination will be made by the department chair.

8. Teaching Load for faculty with the status of Lecturer

The base teaching load for a lecturer will be 5-6 courses per year. In cases where a lecturer is also involved in bringing in research funding and producing scholarly publications, the base teaching load could be reduced to 4 courses per year, as determined by the department chair.

9. Workload for non-tenure-track research faculty

The primary workload for non-tenure-track research faculty with titles of Research Assistant Professor, Research Associate Professor and Research Professor consists of research that is

supported by contracts and grants. On occasion, a faculty member in this group may be invited to teach or co-teach a class. In that case, a monetary compensation may be provided to the faculty member, consistent with UNM rules for part time instructors, and commensurate with the teaching workload (credit hours, fraction of course taught, availability of TA/PLF support, etc.). Each case will be decided on its merits and subject to approval by department chair and the principal investigator of the contract or grant that supports the research faculty member.

10. Further Guidelines

In addition to what is articulated above, other circumstances may occur wherein it is in the interests of a department to reduce a faculty member's teaching load. It is expected, however, that all faculty will teach 2 courses in category 1 and any course reductions come from courses in category 2. For example, a reduced teaching load is often part of a new faculty member's startup package (2 courses per year till the mid-probationary review) or part of "matching funds." All such cases will require approval by the department chair. As well, there may be additional circumstances in which it is in the interests of the school to reduce a faculty member's teaching load. Cases that fall into this category will require approval by the dean.

Each case will be decided based on its own merits, with attention to the goals articulated in Section 1, and consistent with the spirit of the overall policy.