

Academic Load Policy
Department of Civil, Construction and Environmental Engineering
University of New Mexico

April 6, 2022

1. Introduction

The goal of this policy is to ensure the highest quality of civil, construction, and environmental engineering education for students and to facilitate the efforts of CCEE faculty to pursue scholarship and provide service to the department, college, university, research community, profession, and the public. This policy is consistent with Section *C100: Academic Load* of the UNM Faculty Handbook which articulates a policy governing the officially recognized duties carried out by faculty. The sections below apply to faculty with 1.0 Full-Time Employment (FTE). The workload for faculty with reduced FTE will be discounted from the values provided below. Faculty duties fall into the activities of teaching, scholarly work (research), and service. Relative contributions to these activities vary among faculty, but the cumulative efforts within these activities are the foundation of the impact and success of the department. All CCEE faculty are expected to participate in faculty governance and service to the department, college, university, research community, profession, and/or the public.

2. Regulatory framework

This academic workload policy shall be in agreement with the terms of Article 13 of the Agreement between the University of New Mexico and United Academics-UNM unit 1. This agreement to be called “the CBA” hereinafter. This policy shall be in agreement with Sections C:100 and C:110 of the Faculty Handbook of the University of New Mexico. According to Article 6, Section B, paragraph 2, in case of conflict between the faculty Handbook of the University of New Mexico and the CBA, the CBA governs. In case of conflict between the CBA and this policy, the CBA governs. The cited regulatory materials of the UNM can be found at

<https://provost.unm.edu/faculty-unionization/docs/collective-bargaining-agreement-unit-1.pdf>

<https://handbook.unm.edu/c100>

<https://handbook.unm.edu/c110>

3. Base Teaching Load (Faculty with 1.0 FTE)

A. Non-Tenure Track Faculty (e.g., Instructors/Lecturers, Research)

The base teaching load for instructors and lecturers in this category will be 6 classes per academic year (typically 3+3).

There is no base teaching load for research faculty. If they do teach, that will be covered by section 6 of this document.

B. Tenured/Tenure Track Faculty

The base teaching load for research-active, tenured/tenure-track faculty will be 3 classes per academic year (typically 2+1). An active research program involves supervision and mentoring of multiple students (primarily graduate students, but may also include undergraduate students) or post-doctoral fellows, multiple externally funded research projects, an active dissemination effort including annual publications and presentations, and development of new research proposals. For the purposes of this policy, research activity will be assessed over a minimum two-year period.

Research activity will be assessed on a case-by-case basis by the department chair after consultation with the faculty member.

4. Reductions in Teaching Load and Buyout

Faculty with high research activity are encouraged to balance their workload by buying out of a class, at a rate of 15% of their base academic year salary (i.e., I&G salary) for each class. However, teaching load should not be reduced to less than 1 course per academic year. Teaching buyout shall be approved by the department chair.

Recognizing that newly hired assistant professors have additional demands on their time related to writing proposals and establishing a robust externally funded research program, they will have a reduced teaching load of 2 classes per year (typically 1+1) until they complete their mid-probationary review.

Reductions in teaching load may also result from administrative appointments or exceptional service to the department. These reductions will be determined on a case-by-case basis by the department chair after consultation with the faculty member.

5. Increases in Teaching Load

Tenured/tenure-track faculty who are less research active are expected to contribute to the department with additional teaching, exceptional service, or administrative responsibilities in consultation with the department chair. For the purposes of this policy, research activity will be assessed over a minimum two-year period. These increases will be determined on a case-by-case basis by the department chair after consultation with the faculty member.

6. Compensation for Teaching Overload

Teaching overload is defined as teaching workload beyond the limits specified above in Sections 3, 4 and 5. In these cases, a compensation mechanism should be applied to the instructor. The compensation will be based on the number of credit hours of the teaching overload and the total credit hours of the teaching load assigned to the faculty member as specified in Sections 3, 4 and 5 above.

7. Service

Typical service activities for tenured/tenure-track faculty and lecturers include participation in departmental and/or university committees and events, outreach, professional society and conference related service and activities, editorial position for technical journals, and serving as reviewer of proposals and papers, etc. Faculty members are encouraged to discuss with the department chair regarding any less common type of service activities.

There is no service requirement for research faculty, although they may participate in service related activities in consultation with the Chair.

8. Further Guidelines

In addition to what is articulated above, other circumstances may occur wherein it is in the interests of a department to reduce or increase a faculty member's teaching load. The above exceptions will be decided on a case-by-case basis and based on the case's own merits, with attention to the goals articulated in Section 1, and consistent with the spirit of the overall policy. These changes will be determined on a case-by-case basis by the department chair after consultation with the faculty member.