

## **Academic Workload Policy – Department of Community and Regional Planning (CRP)**

The Department of Community and Regional Planning's (CRP) workload policy includes all three elements of faculty work: teaching, scholarship, and service. The CRP Department has a masters program in planning (the MCRP) and an undergraduate program in environmental planning and design (the BAEPD; pending a name change to reflect an emphasis on social transformation and environmental change). The 2-2 teaching load and research expectations are aligned with CRP's Planning Accreditation Board. The next three sections describe the types of activities associated with teaching, scholarship, and service in CRP, followed by a description of workload norms and factors that could modify a faculty member's workload formula.

### **Teaching**

Teaching includes all activities associated with course instruction and student mentoring. 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 and grading; student mentoring; writing letters of recommendation; and assessment of departmental and state-wide learning objectives. We acknowledge that BIPOC faculty and women faculty also serve as mentors and role models, especially to BIPOC and first-generation students; this work is not always associated with formal course activities but is still included in the category of Teaching.

### **Scholarship**

Scholarly work (also referred to as scholarship or research) includes any work carried out and documented that produces and disseminates knowledge or creative works. In line with UNM's Carnegie Community Engagement Classification, which indicates institutional commitment to community engagement, CRP includes community engaged scholarship (CES) as a valued form of scholarship. See the attached matrix and the SA+P tenure and promotion guidelines for the types of work that are considered scholarship in CRP.

### **Service**

Service includes activities that do not fall into the definitions of teaching and scholarship and is oriented towards supporting the full and effective functioning of the department, institution, 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; 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.

## **Workload Norms (by title and rank)**

### **Lecturer Positions**

#### *Lecturer (I, II, or III)*

Teaching: Four courses per semester or eight courses per academic year. Courses taught during the winter and summer sessions count, but not with additional compensation.

Scholarship: No scholarship is expected.

Service: One department committee assignment per academic year.

#### *Senior Lecturer (I, II, or III)*

Teaching: Three courses per semester or six courses per academic year. Courses taught during the winter and summer sessions count, but not with additional compensation.

Scholarship: No scholarship is expected.

Service: Some administrative duties equivalent to the workload of one course per semester or two courses per academic year. At least one department committee assignment per academic year.

#### *Principal Lecturer (I, II, or III)*

Teaching: Three courses per semester or six courses per academic year. Courses taught during the winter and summer sessions count, but not with additional compensation.

Scholarship: No scholarship is expected.

Service: Some administrative duties equivalent to the workload of one course per semester or two courses per academic year. At least two department committee assignments per academic year, including at least one involving undergraduate curriculum.

### **Assistant Professor**

Teaching: Two courses per semester or four courses per academic year, not including winter intersession and summer. In accordance with the UA-UNM contract, an Assistant Professor in CRP will be allowed two course releases prior to submitting their package for tenure.

Scholarship: During the first semester and annually thereafter, each faculty member develops a scholarship plan for their mid-probationary and tenure reviews with their Chair. This will include annual benchmarks for progress towards these goals. In the annual review, the Chair will consider the amount of the faculty member's time that should be dedicated to scholarship (e.g., typically 40%) and ensure that their plan is on track to include completion of sufficient items of sufficient weight to progress beyond the mid-probationary period and earn tenure at UNM (see attached matrix and SA+P tenure and promotion guidelines).

Service: Serving on one SA+P committee per academic year and active participation in departmental governance, most of which is completed in departmental faculty meetings. It is recognized that Assistant Professors in CRP also perform service in the community.

### **Associate Professor**

Teaching: Two courses per semester or four courses per academic year, not including winter intersession and summer.

**Scholarship:** Associate Professors will develop a scholarship plan that maps anticipated scholarship activities over several years. The Associate Professor will meet with the Chair annually to ensure that they are either on track toward meeting their goals and/or are able to successfully modify plans with situational changes or challenges. Scholarship plans are developed and assessed over several years rather than annually because most CRP faculty gather primary data for their work, which can take several years to collect, analyze, and write up. Refer to the scholarship matrix for the categories of scholarship that are considered in CRP. In the annual review, the Chair will consider the amount of the faculty member's time that should be dedicated to scholarship (e.g., typically 40%) and ensure that their plan is on track to include completion of sufficient items of sufficient weight to be promoted to full professor at UNM (see attached matrix and SA+P tenure and promotion guidelines).

**Service:** Serving on at least one SA+P committee per academic year; active participation in departmental governance, most of which is completed in departmental faculty meetings; and serving at the university level in some capacity (such as serving on the faculty senate or serving on a UNM committee). It is recognized that Associate Professors in CRP also perform service in the community.

### **Professor**

**Teaching:** Two courses per semester or four courses per academic year, not including winter intersession and summer.

**Scholarship:** Professors will develop a scholarship plan that maps anticipated scholarship activities over several years. The Professor will meet with the Chair annually to ensure that they are either on track toward meeting their goals and/or are able to successfully modify plans with situational changes or challenges. Scholarship plans are developed and assessed over several years rather than annually because most CRP faculty gather primary data for their work, which can take several years to collect, analyze, and write up. Refer to the scholarship matrix for the categories of scholarship that are considered in CRP. In the annual review, the Chair will consider the amount of the faculty member's time that should be dedicated to scholarship (e.g., typically 40%) and ensure that their plan is on track to include completion of sufficient items of sufficient weight to remain an active scholar at UNM (see attached matrix and tenure and promotion guidelines).

**Service:** Serving on at least one SA+P committee per academic year; active participation in departmental governance, most of which is completed in departmental faculty meetings; and serving at the university level in some capacity (such as serving on the faculty senate or serving on a UNM committee). It is recognized that Professors in CRP also perform service in the community.

## **Modifying Factors**

### **Administration**

Holding administrative positions such as department chair, associate dean, and the director of a research center or institute may include course releases and SAC that are determined by the Dean or the unit in which the position is held, such as the Provost's office. The Dean or other person/entity offering the course release should participate in discussions about where resources for the course release will come from (i.e., the Department might need financial support to help cover course releases).

### **Collaborative teaching**

Subject to approval by the department chair, each faculty can propose one co-taught course (counted as a full course for both faculty members) each year. As funds permit, and subject to approval by the chair, a faculty member can propose a part time faculty member or UNM faculty member outside CRP to co-teach. The objective is to strengthen teaching and model collaborative knowledge dissemination to create courses that go beyond the bounds of the regular CRP faculty's knowledge, experience, and expertise.

### **Course releases for teaching and service beyond the norms described above**

Faculty performing the following intensive administrative duties will receive course releases. Partial course

releases can be accumulated and converted to full a course release in a semester negotiated with the department chair.

- BAEPD Program Coordinator – 0.5 course per academic year
- MCRP Program Coordinator – 0.5 course per academic year

Faculty performing the following activities will accrue course release credit. Partial course releases can be accumulated and converted to a full course release in a semester negotiated with the department chair.

- Serving as a PhD or MCRP committee chair – 1/6 of a course per student graduated. (If a faculty member actively works with a student who decides not to complete their thesis/professional project after 2 years or more, that faculty member can petition the chair to have this student included in their count.)
- Editing a journal – 0.25 course per academic year
- Directing a category 1 research center – 0.5 course per academic year
- Serving as an informal mentor to BIPOC, first-generation, and other students about non-course related activities/concerns – as negotiated with department chair depending on the number of students and the amount of time required outside of what is reasonable for office hours and advising

### **Course Buy Out Policy**

Until the SA+P develops a course buy out policy for all faculty in the School, CRP faculty may buy out of a 3CR course for \$6,000, which pays for an adjunct instructor plus the administrative burden and cost of managing the buyout. It is acknowledged that UNM's standard buy out equal to 12.5% of a faculty member's salary is appropriate for faculty in engineering and natural sciences, but this amount is generally not feasible given the size of grants typically awarded to CRP faculty. However, it is important that CRP faculty also have an appropriate means of buying out of courses to allow for occasional participation in time-intensive research projects.

### **Overload Compensation**

In alignment with the CBA Article 13 and relevant University policies, a faculty of a particular rank teaching more than the normal workload for that rank will be considered teaching an overload.

Teaching overloads will be compensated at the TPT rate per course or otherwise managed through course releases and/or other solutions as negotiated and agreed upon by the faculty member and the chair.

### **Annual Review of Workload Expectations**

Each spring semester, the department chair will review each faculty member's workload plan and expectations in accordance with the parameters set out in this policy.

The annual review has two components: 1) review of work done consistent with the previous year's expectations established in the previous review, and 2) review the current expectations and expectations for the next review cycle.

The total workload will be 100 points or 100% effort. In general, tenured and tenure-track faculty have the percent effort at 40/40/20 assigned to teaching/scholarship/service.

The department recognizes faculty members' interests and focus can change over time, which may be reflected in flexibility in the distribution of workload between teaching, scholarship, and service. It is during the annual workload review that each faculty member can express a desire to alter the distribution of workload across these categories within reason. For example, a faculty member may wish to substitute more teaching for less scholarship without the teaching being considered a teaching overload.

In the spirit of transparency and accountability, the workload accounting for each faculty member will be available to other faculty members if they ask.