

The Department of Teacher Education, Educational Leadership and Policy

Workload Policy

December 2021

This workload policy supports achieving the mission of the Department of Teacher Education, Educational Leadership and Policy (TEELP) and the mission of the College of Education and Human Sciences (COEHS). Faculty members engage in this mission through high-quality teaching, research, and service consistent with the current Collective Bargaining Agreement (CBA), the Faculty Handbook, the guidelines of the COEHS Differentiated Faculty Workload Policy (2016), the TEELP Pattern of Productivity, the COEHS Differentiated Faculty Workload Policies Service (2018), and the COEHS Teaching Workload Policy (2019).

Workload expectations may be adjusted during the academic year in response to emergent needs and opportunities.

Meeting workload expectations does not guarantee or equal progress towards promotion.

Standard Workload for Faculty Members

Faculty	Teaching	Scholarship	Service
Professor 2/2 teaching load	40%	40%	20%
Professor 3/3 teaching load	60%	20%	20%
Associate Professor 2/2 teaching load	40%	40%	20%
Associate Professor 3/3 teaching load	60%	20%	20%
Assistant Professor 2/2 teaching load (Year 3-6)	40%	40%	20%
Assistant Professor 2/1 teaching load (Year 1 or 2)	30%	50%	20%
Lecturer II 4/4 teaching load	80%	0%	20%
Lecturer III 4/4 teaching load	80%	0%	20%

In TEELP there is no workload distinction between Lecturer II and Lecturer III.

Faculty Workload Categories

Teaching:

Teaching is understood to include all the activities associated with the instruction of students (CBA, Unit I, Article 13). The CBA and the Faculty Handbook detail teaching activities.

Associate and full professors may choose a 3/3 or a 2/2 teaching load. All assistant professors will be assigned to a faculty workload based on their year in rank on the probationary period as specified in the COEHS Differentiated Faculty Workload Policy. The 2/1 load occurs in only one of the two initial years.

For the purposes of this faculty workload policy, each 3-credit hour course will be considered as one class.

It should be noted that COEHS Policy (2016) specifies that once a faculty member has chaired 6 completed dissertations, he or she will be credited with having taught a 3-credit hour course. Once this credit is achieved, it will be awarded as part of a faculty member's teaching load for that one year.

If a faculty member teaches 18 credit hours of Problems or Directed Readings courses over 4 years, that faculty member has earned a course release (credited with having taught a 3-credit course). If a faculty member has chaired 12 completed MA theses, the faculty member will be credited with having taught a 3-credit course. Once this credit is achieved, it will be awarded as part of a faculty member's teaching load for that one year.

Teaching overloads are approved by the department chair. Teaching overload compensation is the pay rate of the college pay scale for part-time instructors of similar rank. If a course is cancelled, the faculty member will be assigned another course to teach which may include supervision of teacher candidates.

Revisions to teaching allocation should not negatively impact student progress.

Scholarship:

Scholarly work is understood to include any work carried out and documented by faculty to produce and disseminate new knowledge or creative works (CBA, Unit I, Article 13).

The workload of all tenure track/tenured faculty members includes research and scholarly activity. An acceptable pattern of scholarly productivity for tenured faculty on a 2/2 load will consist of a four-year average that amounts to, as minimum:

1. One article per year in a refereed journal or equivalent; and
2. Three other scholarly refereed/juried activities per year or equivalent

This pattern increases expectations for an Assistant Professor on a 2/1 load in years 1 or 2 and decreases for tenured faculty on a 3/3 teaching load. The TEELP Pattern of Productivity identifies the concept of 'or equivalent'.

Service:

Service is understood to include any activity performed by the faculty member that does not fall into the definition of teaching and scholarship, and whose completion is oriented towards supporting the full and effective functioning of the department, university, or academic discipline or academic community more broadly, as well as effort to serve the public and broader community beyond the academy (CBA, Unit I, Article 13). According to the UNM Faculty Handbook, there are two broad categories of faculty service: professional and public. Professional service includes activities performed within the University that are directly related to the faculty member's discipline or profession. Public service consists of activities and leadership to the faculty member's profession and to the local, national, and international communities beyond the University (Faculty Handbook B1.2.3.)

Faculty engage in a variety of service activities to the profession, university, college/departmental/program, community, sovereign nations, and other areas. There are varying levels and degrees of service. All service activities should be conducted in a pro-bono basis; paid service activities do not count towards service. Service activities for which a faculty member receives a course reassignment/release cannot be counted toward service contributions.

A faculty member's service contribution to the university, college, department, and program should comprise at least 50% of their service: Typically, assistant professors serve on college and departmental committees; tenured professors chair departmental committees and serve on other college/university/departmental committees; lecturers serve on college and departmental committees.

Adjustments to Workload

There are some departmental administrative service duties conducted by faculty that need and should be provided a course release(s) at the discretion of the department chair.

Grant buyouts of no more than one course release per semester may also occur and require departmental chair approval.

Faculty members with adjustments to workload should report the adjusted workload in their annual review materials, promotion dossiers, contract renewal materials, and other relevant reviews. This reporting includes adjustments in workload due to sponsored research/course buyouts.

Dean Approved: 02/04/2022

Provost Approved: 02/11/2022

To Be Reviewed: 2023