

Workload policy
Department of Electrical and Computer Engineering
The University of New Mexico

1. Introduction

This workload policy regulates the workload of all faculty of the Department of Electrical and Computer Engineering of the University of New Mexico included in unit 1; that is, all existing or future Assistant Professors, Associate Professors, Professors, Professors of Practice, Research Lecturers I, II and III, Research Assistant Professors, Research Associate Professors, Research Professors, Lecturers I, II and III, Senior lecturers I, II and III, Principal Lecturers I, II and III, Instructors and Senior Instructors, excluding Provost, Senior Vice Provost, Associate Provost, Dean, Associate Deans, Assistant Deans, Department Chair, Academic Directors, Visiting Faculty and working retiree personnel, plus all those excluded as managerial, confidential and or supervisory.

2. Regulatory framework

This academic workload policy (hereinafter “the policy”) shall be in agreement with the terms of Article 13 of the Agreement between the University of New Mexico (hereinafter “the administration”) and United Academics-UNM unit 1 (hereinafter “the faculty”), this agreement to be called “the CBA” hereinafter. 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. Guidelines

This document contains the expectation of teaching, scholarship, and service by faculty rank, as they are defined in the Faculty Handbook and the CBA. The policy should balance teaching and scholarship by faculty rank. The policy should include mechanisms to give an opportunity to the members of unit 1 to reduce their research workload and increase their teaching workload accordingly. The policy will include teaching releases, a definition of teaching overload, and mechanisms for teaching overload mitigation. The policy will also include a tool for the computation and distribution of the departmental and institutional service at the UNM, service expectation, and an audit tool for the different forms of departmental and institutional service workload.

4. Academic workload metric

The academic workload to be accomplished in an academic year is to be measured on a basis of 100 points, which will be distributed as

- i. 80 points between teaching and scholarship. The equivalence between teaching credits and the number of teaching working hours is defined in Section 5 of this document.
- ii. 20 points will be credited as service workload. The equivalence between service credits and the number of service working hours is defined in Section 6 of this document.
- iii. A teaching workload of 10 points includes 3 credit hours of courses and includes the workload of class tasks such as preparation, homework grading, evaluation and at least one hour of office hours. When teaching overload occurs, mitigation measures will be applied according to Section 5.d.

5. Teaching and scholarship

The expected teaching points for every faculty of Unit 1 are between 30 and 60 points, as a function of their research activity according to Subsections 5.a to 5.c. The policy shall distinguish between faculty members whose contractual figure is intended to provide teaching and scholarly work, those whose contract is intended to provide scholarly activity, and those whose activity is teaching activity only. The first ones are Assistant Professors, Associate Professors, and Professors. The second category includes Professors of Practice, Research Lecturers I, II and III, Research Assistant Professors, Research Associate Professors, Research Professors, and the third category include Lecturers I, II and III, Senior lecturers I, II and III, Principal Lecturers I, II and III, Instructors and Senior Instructors,

a. Faculty members who perform teaching and scholarly activities

Professors and Associate Professors with significant scholarly work, including research and advisement of graduate students, will have a teaching workload corresponding to 30 points, corresponding to 9 credit hours in an academic year. A Professor or an Associate Professor can negotiate with the department Chair to temporarily choose to reduce their scholarly activity and increase their teaching activity accordingly.

Assistant professors are in their tenure track period, and hence their main goal is to provide a balance between teaching, scholarship, and service. In their first year, Assistant professors will only be required to have a teaching workload of 10 points to help them build their research program. After their first year, their maximum teaching workload will be 20 points until their mid-probationary evaluation and regardless of their scholarship activity. They can voluntarily increase it when they consider it beneficial for their promotion. After their mid-probationary evaluation, their assigned teaching load will be 30 points. Offer letters provided by the department shall be consistent with this policy.

b. Faculty members with teaching activity only

Lecturers I, II, and III, Senior Lecturers I, II, and III, and Principal Lecturers I, II, and III will have a maximum teaching (or equivalent service) load corresponding to 60 points, which corresponds to three 3-credit/hour courses per semester, 10 points each.

c. Faculty members with scholarly activity only

Professors of Practice, Research Lecturers I, II, and III, Research Assistant Professors, Research Associate Professors, and Research Professors are not required to conduct any teaching activity. These faculty may request to teach a class or more per semester when they consider that the courses are of interest to the department and no other non-research faculty is teaching them. The request will be submitted to the consideration of the department chair, and it will not imply a deduction on the scholarship workload of the faculty.

d. Course release, buyout, and overload mitigation

Faculty may have a reduction of their teaching load via a buyout or a course release, in accordance with Articles 9, 10, 11, and 12 of the CBA and Section C of the Faculty Handbook and the Office for Academic Personnel Guidance on course buyout and course release (<https://oap.unm.edu/assets/docs/release-buyout-guidance.pdf>). Faculty's teaching load should not be reduced to less than 1 course per academic year except in rare cases. Any reduction in the teaching load shall require approval by the department Chair.

A course release applies when a faculty member's teaching load is reduced to undertake administrative (e.g., Chair of the department), service duties (e.g., Faculty Senate President) or to participate in campus-based programs professional development programs (e.g., WeRI LIFT) and scholarships (e.g., FaST). Course releases may be funded from internal sources to the University of New Mexico at the current TPT pay rate. Funding for course releases must cover replacement teaching (current TPT rate) that will enable the faculty member to participate in the specified activity. Course releases will be justified by service beyond this policy, and the computation of workload points will be increased when teaching overload occurs as follows:

a.1 Chairs of high-intensity committees will receive the following course releases:

- i. Graduate committee Chair: 1 course release per academic year.
- ii. Undergraduate committee Chair: 1 course release per academic year.
- iii. Associate Chair: 1 course release per academic year.

a.2 Faculty assigned the following activities will be given additional credits to their teaching workload computation:

- i. Teaching task-heavy undergraduate courses without GA/TA support. Maximum of 10 points.
- ii. Teaching task-heavy graduate courses without GA/TA support. Maximum of 10 points.
- iii. Teaching a course for the first time. Maximum of 10 points.
- iv. Coordinating a major research center. Maximum of 10 points.
- v. Coordinating a major research grant. Maximum of 10 points.

Teaching overload is understood as teaching workload beyond the limits specified in Sections 5.a and 5.b or teaching in classes that have a high number of students and the instructor did not receive teaching assistant support. In these cases, a compensation mechanism should be applied to the instructor. No economic compensation mechanisms will be applied to tenure track or tenured faculty members.

The number of credits will be determined based on the extent of the overload, and the number will be agreed upon by the department Chair and the faculty member at the end of the semester.

A course buyout applies when a faculty member's teaching load is reduced to work on an externally funded project. Course buyouts are meant to pay for a portion of the faculty's salary so that the equivalent percentage of effort can be spent working on the funded project. The per course buyout rate will be 15% of the faculty member's base 9-month salary to be directly charged to the grant/contract/fellowship index during the semester of the buyout. This buyout payment replaces one 3 credit course from the faculty's teaching load as determined in the previous sections.

6. Service

a. Expectations of service by faculty rank

The service workload of faculty members will include (but is not limited to) such activities as serving on committees, chairing committees, service to the department (including organizing seminar and/or colloquium series, academic advising, faculty peer mentoring, participation in professional entities), organizing workshops/conferences, unpaid reviewing of manuscripts and proposals for outside agencies, and outreach activities with local and international communities. The required workload depends on academic rank and is given by the following:

- i. For Assistant Professors, the service workload will be equivalent to serving in one departmental or institutional standing committee per academic year or equivalent service.
- ii. For Associate Professors, the service workload will be equivalent to serving in two departmental or institutional standing committees per academic year or equivalent service.
- iii. For Professors, the service workload will be equivalent to serving in one departmental or institutional standing committee per academic year and to chairing one departmental or institutional standing committee or equivalent service.
- iv. Professors of Practice, Research Lecturers I, II, and III, Research Assistant Professors, Research Associate Professors, and Research Professors are not required to perform service.
- v. For Lecturers I, II, and III, Senior Lecturers I, II, and III, Principal Lecturers I, II, and III, Instructors and Senior Instructors, the maximum expected service workload will be equivalent to serving in one standing departmental or institutional committee per academic year or equivalent service.

All faculty members are allowed to volunteer beyond the above-listed service workload requirements. Chairs or delegated persons are allowed to suggest but not require the participation of faculty members beyond this workload requirement. In these cases, the participation of a faculty member in such committees will require the consent of both the Chair and the faculty member.

The activity of faculty members in community service is, in general, required as part of the normal academic service. When this service is particularly intense, the faculty may require an audit of its service in terms of Section 6.b and, if adequate, mitigate departmental or institutional service.

b. Internal Service audits

The department will provide internal service audits of departmental and institutional service activities. For committees, this includes:

- i. Purpose of the committees.
- ii. Frequency of meetings.
- iii. N° of committee members.
- iv. Roles of committee members.
- v. Intensity of work.

Audits of other service activities will follow a similar rubric but adjusted accordingly to the type of service activity. The standard workload corresponding to participation as a member of or as a Chair of a committee is 10 points, and this number will be adjusted in accordance with these audits.

The departmental and institutional workload requirements specified in Section 6.a will be modified accordingly.

7. Additional provisions

The department Chair, or those whom the Chair delegates, will annually review and approve the individual academic workload expectations of each faculty member in each workload category in alignment with this policy.

The Chair and the faculty, in the spirit of shared governance, undertake to share information in a way that promotes transparency in the designation of major items used in the policy above (as major research centers or major research grants). The teaching workload distribution will be available to the faculty members of the department.

The academic workload expectations can be adjusted during the year in response to emergent needs and opportunities or individual extenuating situations, and such adjustments should be documented.

The present policy supersedes any previously approved workload policy applicable to the Department of Electrical and Computer Engineering. This policy is to be reviewed during the month of April of every year by a workload policy committee. The Chair will provide this committee with access to the necessary information to be able to perform an adequate assessment of the current policy. This does not imply that this information will be public.

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