

**Academic Workload Policy**  
**Department of English**  
**February 2022**

**I. Overview**

The Department of English recognizes all three elements of bargaining unit members' work to be teaching, scholarship, and service. Each of these categories are described below:

**Teaching**

Teaching is understood to include all Activities associated with the instruction of students. 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; advising of students; provision of mentoring of students; participation in Masters or PhD committees; course preparation including syllabus preparation/revision, group or individual office hours, evaluation of student learning objectives, grading, mentoring of students, writing letters of recommendation, and assessment of departmental and state-wide learning objectives.

Such non-classroom teaching activities can accumulate to such an extent that a partial release from classroom teaching would be necessary to balance the workload. Balancing of this nature can be taken simultaneously with the non-classroom work or in the form of a load shift in preparation for or response to the non-classroom work. Teaching combined 400-level and 500-level (sometimes known as "slash classes") involve more work than a single class, and they thus contribute accordingly more to workload and may also accumulate toward partial teaching releases.

**Scholarship**

Scholarly work (also referred to as scholarship or research) is understood to include any work carried out and documented by bargaining unit members to produce and disseminate new knowledge or creative works. This can include any effort founded on the expertise and training of the bargaining unit member, and examples of this production and dissemination are outlined on the English Annual Activity Report form.

**Service**

Service is understood to include any activity performed by the member that does not fall into the definitions of teaching and scholarship, and whose completion is oriented towards supporting the full and effective functioning of the department, institution, or 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; provision of mentoring of colleagues 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.

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

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

Teaching: Seven courses per academic year (4/3). Exceeding the teaching workload expectation defined in the unit workload policy will constitute a teaching overload.

Scholarship/Creative Works: No scholarship is expected but can be performed instead of service.

Service: One department committee assignment per academic year.

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

Teaching: Seven courses per academic year (4/3). Exceeding the teaching workload expectation defined in the unit workload policy will constitute a teaching overload.

Scholarship/Creative Works: No scholarship is expected but can be performed instead of service.

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

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

Teaching: Seven courses per academic year (4/3). Exceeding the teaching workload expectation defined in the unit workload policy will constitute a teaching overload.

Scholarship/Creative Works: No scholarship is expected but can be performed instead of service.

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: Four courses per academic year (2/2). Exceeding the teaching workload expectation defined in the unit workload policy will constitute a teaching overload.

Scholarship/Creative Works: The norm is 40% in research, but assistant professors might want to allocate 50% to research.

Service: The norm is 20% in service, but assistant professors might want to allocate 10% to service.

These percentages would change if the bargaining member is on junior research leave, year-long research leave, or if a load swap is necessary due to a course not making, or other duties being assigned.

Assistant are also entitled to one semester of research leave during the probationary period. Research leaves release from teaching but not service.

### **Associate Professor**

Teaching: Four courses per academic year (2/2). Exceeding the teaching workload expectation defined in the unit workload policy will constitute a teaching overload.

Scholarship/Creative Works: The norm is 40% in research.

Service: The norm is 20% in service.

These percentages would change if the bargaining member is on a research leave, sabbatical, has administrative duties, or if a load swap is necessary due to a course not making, or other duties being assigned.

### **Full Professor**

Teaching: Four courses per academic year (2/2). Exceeding the teaching workload expectation defined in the unit workload policy will constitute a teaching overload.

Scholarship/Creative Works: The norm is 40% in research.

Service: The norm is 20% in service.

These percentages would change if the bargaining member is on a research leave, sabbatical, has administrative duties, or if a load swap is necessary due to a course not making, or other duties being assigned.

### **III. Mitigating (Modifying) Factors**

#### **A. Administrative duty factors**

Faculty performing the intensive administrative duties will receive course releases according to the following schedule. Partial course releases can be accumulated and converted to full course release in a semester negotiated with the unit chair or director.

Associate Chair, Core Writing: 1 course release per semester

Associate Chair, Graduate Studies: 1 course release per semester

Associate Chair, Undergraduate Studies: 1 course release per year

Assistant Chairs for Core Writing: 1 course release per year

Undergraduate Assessment Coordinator: 1 course release per 3-year cycle

Director of Creative Writing: 1 course release per 3-year appointment period

#### **B. Other factors**

Faculty performing certain non-administrative duties will accrue course release credit according to the following schedule:

Specifics to be added in the next iteration of the document.

Course release credits can be accumulated for up to four semesters.

This workload policy recognizes and incorporates the College research-funded course buyout policy.

### **IV. Teaching Overload Compensation**

In alignment with the CBA Article 13 and relevant University policies, a faculty member 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.

Overload compensation will be paid from unit funds and will not be provided by the College directly or through the TPT allocations, unless approved by the Dean. If the unit cannot offer

pecuniary compensation, the faculty member may be compensated in-kind by adjusting workload as specified in the treatment of mitigating factors.

### **V. Special Administrative Components (SAC)**

The Special Administrative Component (SAC) policy of the College of Arts and Sciences is incorporated into this workload policy. All SACs paid to faculty by the unit will be consistent with the College SAC policy for Category B appointments. Category B SACs are paid out of unit funds and will not be provided by the College. If the unit cannot offer pecuniary compensation, the faculty member may be compensated in-kind by adjusting workload as specified in the treatment of mitigating factors.

### **VI. Annual Review of Workload Expectations**

Each year, in the spring semester and before May 1, the department chair will undertake a review of each bargaining unit member's workload expectations in accordance with the parameters set out in this policy. The review will include a system of accounting for work done during the academic year.

The annual review has two components:

- a) Review of work done consistent with the previous year's expectations established in the previous review, and
- b) Review of current expectations and establish revised expectations for the next review cycle.

An accounting of prospective total workload will add up to 100%. Each bargaining unit member will, by agreement with the chair and in accordance with this policy, allocate their workload, based on rank norms and applicable modifying factors, to add up to 100%. Percentages are recognized to reflect all dimensions of workload and may vary from the traditional allocation of 40/40/20 assigned to teaching/scholarship/service of tenured and tenure-track faculty. The traditional workload allocation of 40/40/20 assigned to teaching/scholarship/service of tenured and tenure-track faculty, can be adjusted to correspond to the bargaining unit member's rank, teaching load, administrative obligations, and other factors (such as sabbatical or research leave). If a faculty member wishes to substitute more teaching for less scholarship, any teaching above the norm established in section II will not be considered a teaching overload.

This retrospective review shall be conducted using the categories in the English Annual Activity Report form. The workload expectation review (as required by Article 13) is different and separate from the annual performance review (as required by the Faculty Handbook).

In the spirit of transparency and accountability, the workload expectations accounting for each bargaining unit member will be made available to any bargaining unit member in the department each year upon request.

### **VII. Concluding Remarks**

Bargaining unit members should be aware that this workload policy is established as required by Article 13 of the Unit 1 CBA. Any part of this policy is grievable under Article 17 of the CBA.