

ACADEMIC WORKLOAD

EDUCATION, HEALTH AND HUMAN SERVICES DIVISION

UNIT 1 FACULTY

UNM-GALLUP

1. AS REQUIRED BY THE COLLECTIVE BARGAINING AGREEMENT BETWEEN UA-UNM AND UNM ADMINISTRATION THE FOLLOWING CATEGORIES MUST BE DEFINED BY EACH DIVISION:

- A. Published workload definitions of expectations for each faculty rank in all three categories of Teaching, Scholarly Work and Service based on a 100-point scale.
- B. Approved reasons for course releases.
- C. Division standards for teaching overloads including compensation.

2. IMPLEMENTATION

- A. The below calculations are typical workload expectations and can be altered to suit the needs of the faculty and the division in an agreed upon yearly Faculty/Chair Agreement.
- B. This workload policy will go into effect for the Fall 2022 semester and the individual workload expectations for each member will be evaluated annually, based on this policy, by the division chair.

3. ACADEMIC WORKLOAD CALCULATION FOR LECTURERS

- A. Based on a 100-point scale, the typical annual academic workload for faculty in this category is:
 - i. 90 points for Teaching and 10 points for Service and/or Scholarship.
- B. The teaching load calculation for faculty in this category is 90 points per academic year. This translates to the equivalent of a 15-credit hour teaching load one semester and a 12-credit hour teaching load one semester or a 5/4 or 4/5 load for 3 credit hour courses.
 - i. 5 courses (15 credit hour equivalent) during one semester + 4 courses (12 credit hour equivalent) during one semester = 9 courses total x 10 points per course = 90 points.
- C. The Service calculation for faculty in this category is up to 10 points per academic year. There are three recommended areas of Service: College, Professional and Community.
 - i. Quantification of Service Expectations

Committee Membership or the Equivalent

2 points – Advisory committee participation

4 points - Academic field/Department and campus/university wide committee participation.

6 points - Community-based or professional committee participation including student club faculty advisor.

Committee Chair-ship or the Equivalent

10 points - Chair-ship of any academic field related, campus/university wide or community-based committee, including Faculty Assembly President.

5 points - Chair-ship of program/department advisory committees

5 points - Ongoing accreditation work

10 points - Accreditation work the year prior and the year of the site visit

5 points – Coordination of community events

10 points – Coordination of clinicals, practicums, field assignments and work placement

- D. Service duties compensated via a SAC do not count towards the annual workload calculation of 100 points.
- E. Service duties compensated via a course release count towards the Teaching load at a rate of 10 points per course release.
- F. The scholarly work calculation for faculty in this category is up to 10 points per academic year. Scholarship activities should be decided upon by individual faculty in conversation with the Division Chair to ensure sufficient and equitable activity. This activity should be codified in the yearly Faculty/Chair Agreement each Fall semester.
 - i. Quantification of Scholarly Work Expectations

Publications, Presentations, Grant Writing, Exhibitions or the Equivalent

2 points - Self-published/presented works

4 points - Locally published/presented works and documented progress towards publication of regional, national or international works.

6 points - Exclusively online publications.

8 points - Regionally published/presented works.

10 points - Nationally or internationally published/presented works.

*+2 points for peer reviewed status in the above categories.

10 points – Active management of a grant that enhances learning at UNMG

5 points – Writing and submitting grant proposals

*Credit will be considered for major projects over multiple years.

Book Publication or the Equivalent

4 points - Self-published/presented works.

8 points - Locally published/presented works and documented progress towards publication/presentation of regional, national, or international works.

10 points - Exclusively online publications.

16 points - Regionally published/presented works.

20 points - Nationally or internationally published/presented works.

*Credit will be considered for major projects over multiple years.

Curriculum

10 points - Submission of a new certificate or degree program for approval

Professional Development

5 points – Completion of professional certification

5 points – Advanced academic study

10 points – Professional work beyond the scope of job description

- G. Faculty determine if the 10 points for scholarly work and/or service is all scholarly work, all service or a combination of the two.
- H. Lecturers who teach a 5/5 or the equivalent of 15 credit hours each semester and maintain 10 points for scholarly work and/or service will receive an overload during the semester that they are scheduled to teach the equivalent of 12 credit hours.
- I. Lecturers not seeking promotion will teach a 5/5 load or equivalent of 15 credit hours each semester with no required service or scholarship.

4. ACADEMIC WORKLOAD CALCULATION FOR TENURED AND TENURE TRACK FACULTY

- A. Based on a 100-point scale, the typical annual academic workload for faculty in this category is:
 - i. 80 points for Teaching, 20 points for Scholarly Work and/or Service.
- B. The teaching load calculation for faculty in this category is 80 points per academic year. This translates to a 12-credit hour teaching load per semester or a 4/4 load for 3 credit hour courses.
 - i. 4 courses (12 credit hour equivalent) in Fall + 4 courses (12 credit hour equivalent) in Spring = 8 courses total x 10 points per course = 80 points.
- C. The scholarly work calculation for faculty in this category is up to 10 points per academic year. Scholarship activities should be decided upon by individual faculty in conversation with the Division Chair to ensure sufficient and equitable activity. This activity should be codified in the yearly Faculty/Chair Agreement each Fall semester.
 - i. Quantification of Scholarly Work Expectations

Publications, Presentations, Grant Writing, Exhibitions or the Equivalent

2 points - Self-published/presented works

4 points - Locally published/presented works and documented progress towards publication of regional, national or international works.

6 points - Exclusively online publications.

8 points - Regionally published/presented works.

10 points - Nationally or internationally published/presented works.

*+2 points for peer reviewed status in the above categories.

10 points – Active management of a grant that enhances learning at UNMG

5 points – Writing and submitting grant proposals

*Credit will be considered for major projects over multiple years.

Book Publication or the Equivalent

4 points - Self-published/presented works.

8 points - Locally published/presented works and documented progress towards publication/presentation of regional, national, or international works.

10 points - Exclusively online publications.

16 points - Regionally published/presented works.

20 points - Nationally or internationally published/presented works.

*Credit will be considered for major projects over multiple years.

Curriculum

10 points – Submission of a new certificate or degree program for approval

Professional Development

5 points – Completion of professional certification

5 points – Advanced academic study

10 points – Professional work beyond the scope of job description

D. The Service calculation for faculty in this category is up to 10 points per academic year. There are three recommended areas of Service: College, Professional and Community.

i. Quantification of Service Expectations

Committee Membership or the Equivalent

2 points – Advisory committee participation

4 points - Academic field/Department and campus/university wide committee participation.

6 points - Community-based or professional committee participation including student club faculty advisor.

Committee Chair-ship or the Equivalent

10 points - Chair-ship of any academic field related, campus/university wide or community-based committee, including Faculty Assembly President.

5 points - Chair-ship of program/department advisory committees

5 points - Ongoing accreditation work

10 points - Accreditation work the year prior and the year of the site visit

5 points – Coordination of community events

10 points – Coordination of clinicals, practicums, field assignments and work placement

E. Service duties compensated via a SAC do not count towards the annual workload calculation of 100 points.

F. Service duties compensated via a course release count towards the Teaching load at a rate of 10 points per course release.

G. Faculty determine if the 10 points for scholarly work and/or service is all scholarly work, all service or a combination of the two.

H. Tenured faculty who teach a 5/4 or a 5/5 and maintain the 20 point requirement for service and/or scholarship will receive an overload for each semester that they teach above the equivalent of 12 credit hours.

I. Tenured faculty who are not seeking promotion can teach a 5/5 without a service or scholarship requirement and will not receive an overload for the 3 credit hour equivalent above the 12 credit hour teaching requirement.

J. A course release counts towards teaching credits/points.

5. APPROVED REASONS FOR COURSE RELEASES

- A. Scholarship or Service duties that rise above the expectations described above.
- B. Buyout of teaching duties with grant funds.
- C. Additional administrative tasks assigned by Division Chair or Dean of Instruction.
- D. Each instance of course release should be documented on the annual Faculty/Chair Agreement and be accompanied by a justification that outlines the need for and tangible outcomes of the course release.

6. DIVISION TEACHING OVERLOAD POLICY

- A. Instances of teaching overloads should be driven by staffing needs and student demand. Overloads must be approved by the Division Chair.
- B. Faculty receiving a course release are not eligible for a teaching overload, except in the case of an emergency, as defined by the Division Chair.
- C. Compensation for teaching overloads should be \$1000 per credit hour.

7. DOCUMENTATION OF TEACHING, SCHOLARLY WORK AND SERVICE RESPONSIBILITIES

- A- All aspects of Academic Workload should be documented by tangible evidence of engagement or completion of said responsibilities. This documentation should consist of, but is not limited to; peer, administrative and student teaching evaluations, funded FPDC reports, Perkins-funded professional development reports, letters of acceptance or review of scholarly works and letters confirming service initiatives.
- B- This documentation should be reported in the yearly Faculty Chair Agreement and Annual Review.