

ACADEMIC WORKLOAD POLICY

FINE ARTS, HUMANITIES AND SOCIAL SCIENCES 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.
- C. This policy is based on the traditionally and contemporarily calculated workload for branch faculty in that one three credit hour course is equal to .20 FTE (per semester) and that a five-course load (per semester) of three credit hour courses equals 1 FTE.

3. ACADEMIC WORKLOAD CALCULATION FOR LECTURERS

- A. Based on a 100-point scale, the typical academic workload for faculty in this category is 90 points for Teaching and 10 points in Scholarly Work **and/or** Service.
- B. This typically translates to a 15-credit hour teaching load in the Fall and a 12-credit hour teaching load in the Spring, when enrollments are generally lower.
- C. Full-time visiting faculty, while not in unit, will continue to teach 15 credit hours per semester.

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, 10 points for Scholarly Work and 10 points for Service.
- B. The teaching load calculation for faculty in this category is 80 points per academic year. This typically translates to a 12-credit hour teaching load per semester or a 4/4 load for 3 credit hour courses.

4 courses Fall + 4 courses Spring = 8 courses total x 10 points per course = 80 points.

C. The scholarly work calculation for faculty in this category is 10 points per academic year. Scholarship activities, being deeply personal and field specific, 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 for self-published/presented works and conference attendance.

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

4-10 points for exclusively online publications.

8 points for regionally published/presented works.

10 points for nationally or internationally published/presented works.

+2 point for peer reviewed status in the above categories.

*can get credit for major projects over multiple years.

Book Publication/Museum Exhibitions or the Equivalent

4 points for self-published/presented works.

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

8-20 points for exclusively online publications.

16 points for regionally published/presented works.

20 points for nationally or internationally published/presented works.

*can get credit for major projects over multiple years.

D. The Service calculation for faculty in this category is 10 points per academic year. There are three recommended areas of Service: College, Professional and Community. Our mission as a Branch Community College compels us to prioritize College and Community Service.

i. Quantification of Service Expectations

Committee Membership or the Equivalent

4 points for academic field related and campus/university wide committee participation.

6 points for community-based committee participation including student club faculty advisor.

Committee Chair-ship or the Equivalent

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

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

F. Service duties compensated via a course release do not count as Service in your annual workload calculation but rather counts towards your Teaching load at a rate on 10 points per course release.

- G. Tenured faculty not seeking further academic promotion may opt to teach a 5/5 load, like lecturers, and not have formal scholarly work or service duties.

5. APPROVED REASONS FOR COURSE RELEASES

- A. Additional Scholarship or Service duties that rise well above the expectations defined in 4C & D.
- 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.

6. DIVISION TEACHING OVERLOAD POLICY

- A. Instances of teaching overloads should be rare and used sparingly to address specific situations driven by staffing needs and student demand. Overloads must be approved by the Division Chair.
- B. Faculty receiving a course release, beyond what is described in 5A above, or SAC are not eligible for a teaching overload; except in the case of an emergency as defined by the Division Chair.
- C. Compensation for standard teaching overloads should be \$1000 per credit hour.
- D. Compensation for emergency teaching overloads should be agreed upon, in writing, by the faculty and the division chair.

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.

Dean Approved: 5/5/2022

Provost Approved: 05/10/2022

To Be Reviewed: 2023