

Department of History: Academic Workload Policy

developed in consultation with the History Planning Committee and adopted through departmental vote on December 3, 2021.

Language amended per College of A&S feedback of February 18, 2022

I. OVERVIEW

The Department of History recognizes all three elements of bargaining unit member's 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; advising, mentoring, or supervising students, including participation in BA Thesis, MA 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.

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 include: archival or field-based research such as oral history interviews; community-based scholarship; pedagogical research; publication; development and sharing of creative works, both artistic and literary; exhibitions; grant writing and principal investigator (PI) duties; and conference presentations/panels.

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; mentoring of colleagues; participation in Masters or PhD committees; 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 Four courses per semester or eight courses per academic year. Courses taught without additional compensation during the winter and summer sessions count towards workload.

Scholarship: No scholarship is expected.

Service: The customary expectation is one department committee assignment per academic year. At the discretion of the chair, adjustments to teaching workload equivalent to one course per semester or two courses per academic year may be negotiated, preferentially at least one involving curriculum development or assessment.

Senior Lecturer (I, II, or III)

Teaching: Three courses per semester or six courses per academic year. Courses taught without additional compensation during the winter and summer sessions count towards workload

Scholarship: No scholarship is expected.

Service: Administrative duties equivalent to the workload of one course per semester or two courses per academic year. At least one department committee assignment per academic year, preferentially at least one involving curriculum development or assessment.

Principal Lecturer (I, II, or III)

Teaching: Three courses per semester or six courses per academic year. Courses taught without additional compensation during the winter and summer sessions count towards workload.

Scholarship: No scholarship is expected.

Service: Administrative duties equivalent to the workload of one course per semester or two courses per academic year. At least two department committee assignment per academic year, preferentially at least one involving curriculum development or assessment.

Assistant Professor

Teaching: The statutory teaching load at the University of New Mexico is six (6) courses per year. Based on the collective record of productivity of the History faculty, the normal teaching load for 1.0 FTE tenure stream faculty in the Department of History is four (4) courses per year, unless an exception is negotiated or granted to the individual by the Chair. Courses taught without additional compensation during the winter and summer sessions count towards workload.

Teaching workload units will be calculated according to our departmental workload points worksheet, based on a maximum of 40 points per year

Scholarship: Workload units will be calculated according to our departmental workload points worksheet, based on a maximum of 40 points per year

Service: Workload units will be calculated according to our departmental workload points worksheet, based on a maximum of 20 points per year.

Associate Professor

Teaching: The statutory teaching load at the University of New Mexico is six (6) courses per year. Based on the collective record of productivity of the History faculty, the normal teaching load for 1.0 FTE tenure stream faculty in the Department of History is four (4) courses per year, unless an exception is negotiated or granted to the individual by the Chair. Courses taught without additional compensation during the winter and summer sessions count towards workload.

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Service: Workload units will be calculated according to our departmental workload points worksheet, based on a maximum of 20 points per year.

Professor

Teaching: The statutory teaching load at the University of New Mexico is six (6) courses per year. Based on the collective record of productivity of the History faculty, the normal teaching load for 1.0 FTE tenure stream faculty in the Department of History is four (4) courses per year, unless an exception is negotiated or granted to the individual by the Chair. Courses taught without additional compensation during the winter and summer sessions count towards workload.

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III. Mitigating (Modifying) Factors

A. Administrative duty factors (also see **Department of History Policy on Teaching Loads**): 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.

Department Chair – two course release per Academic Year

Associate Chair – one course release per Academic Year

Departmental Director of Graduate Studies – one course release per Academic Year

Departmental Undergraduate Advisor - one course release per Academic Year

Reductions for other departmental administrative assignments such Director of Center for the Southwest and Editor of the *New Mexico Historical Review* will be negotiated at the time of appointment.

B. Other factors

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

1. A teaching load reduction may be granted for documented research projects currently impending or underway that require an extraordinary commitment of time, and for which an urgent need for completion can be documented.
2. A teaching load reduction may be granted for short term intramural or extramural professional or administrative assignment requiring an extraordinary commitment of time. Examples include program chair of a major conference, and special university assignment such as president of the Faculty Senate or Chair of the Committee on Academic Freedom and Tenure. If an appointment lasts longer than one year, the department requires that the faculty member negotiate course buyouts at the time of their (re)appointment.
3. Administrative Reassignment. The department recognizes the importance and significance of faculty serving in administrative positions throughout the university. While this is to the advantage of the department, the department requires that the faculty member negotiate course buyouts at the time of their appointment.

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

This workload policy recognizes and incorporates the College research-funded course buyout policy and other College-level teaching release awards and programs (Research semester for Junior faculty, CAS semester for Associate Professors, etc.)

IV. Teaching Overload Compensation

In alignment with the CBA Article 13 and relevant University policies, a faculty of a particular rank 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 the current expectations and establish revised expectations for the next review cycle.

Departmental assessment of total workload will sum to 100 points. Each bargaining unit member will, by agreement with the chair/director and in accordance with this policy, allocate their workload, based on rank norms and applicable modifying factors, to sum to 100 points. Points 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 department recognizes faculty member's interests and focus can change over time, which may be reflected in flexibility in the distribution of workload between teaching, scholarship, and

service. It is during the annual workload review that each faculty member can express a desire to alter the distribution of workload across these categories. A tenured faculty member may wish to substitute more teaching for less scholarship, however any teaching above the norm established in section II will not be considered a teaching overload.

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 as 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.

VIII. Attachments:

History Department Teaching Load Policy

History Department Workload worksheet