

UNM Honors College Unit I* Workload Policy

January 2022

* Tenure Track, Tenured, Lecturers, Research Faculty, Instructors, Professors of Practice. Of the Unit I categories, the HC currently has only Tenure Track and Tenured faculty.

Note: This document is meant to reflect current practices, as stipulated in *HC Constitution and Bylaws*, *HC Promotion and Tenure Handbook*, and *HC SAC Policy* documents. Revisions, including the establishment of differentiated workload options, may be required in the future.

Standard Load for Tenure Track and Tenured Faculty

100-point scale

Teaching (40)

- Two 3-credit courses per semester or four 3-credit courses per year
- Independent studies
 - o (at discretion of the instructor, does not replace standard 2/2 load or constitute an overload)
- HILA major/Capstone advisement
 - o (at discretion of instructor, does not replace standard 2/2 load or constitute an overload)

Research (30)

- Fully active in research and/or creative work, in a manner befitting the faculty member's discipline at a major research university and in alignment with the Honors College Tenure and Promotion Handbook.

Service (30)

- Untenured Assistant Professors: Serve on 2-3 HC/University committees, and/or service to discipline/field in consultation with the chair.
- Tenured Associate/Full Professors: Chair 1 HC committee, serve on 2-3 other HC/University Committees, and/or service to discipline/field in consultation with the chair.
- Special assignment by Dean or Chair
- In general, positions that receive a SAC should not be used to meet the service expectation.
- In general, tenured faculty should bear a greater service burden than untenured faculty.

Service Considerations:

- Service comes in many forms and functions. Commitments such as, but not limited to, leadership roles in NCHC, HERU, or other national organizations in a faculty member's field of research may merit a release in HC service duties. Due to the limited number of faculty in the Honors College, such service releases are to be negotiated with the HC Chair and/or Dean.

Course Release

Faculty may receive course releases for a variety of mitigating factors. Partial course releases can be accumulated and converted to full course release in a semester negotiated with the unit chair. Examples of such service mitigating factors include:

- Significant Special Service Assignment by the Dean or Chair
- Course buyout as described in Honors College Grant Buyout Policy
- Major Grant Coordination

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

Overload Compensation

If a Unit 1 faculty member teaches more than the standard Honors College workload, this will be considered a teaching overload. Such overloads will be compensated at the per course TPT pay rate for the Honors College.

Annual Review of Workload Expectations

Each year Honors College Faculty will participate in a review of their workload expectation as described in this policy with the Chair. This review will take place during the spring semester before May 1. This review has two components:

1. Confirm that the previous year's workload was consistent with the expectations set by the college.
2. Setting workload expectations for the next review cycle.

The total workload is based on a 100-point scale and should typically align with the Honors College standard allocation of 40/30/30 assigned to teaching/scholarship/service of tenured and tenure-track faculty. The Honors College recognizes a faculty member's interests and focus can change over time. If a significant change in focus occurs and a workload adjustment is desired, a faculty member may request a workload allocation adjustment from the chair in the annual workload review meeting. If approved by the Chair and Dean of the Honors College, faculty loads may vary from the Honors College standard allocation of 40/30/30 assigned to teaching/scholarship/service of tenured and tenure-track faculty. Such adjustments typically do not last beyond two semesters, must be reapproved annually, and will not be considered a teaching overload.

Workload expectations for each bargaining unit member will be published and available to all bargaining unit members. Any violation of this policy, as it is established under the UA-UNM CBA, is grievable under Article 17 of the CBA.

Dean Approved: 02/04/2022

Provost Approved: 02/11/2022

To Be Reviewed: 2023