

Academic Workload Policy – International Studies Institute

I. OVERVIEW

The International Studies Institute recognizes the three elements of bargaining unit members' work to be teaching, scholarship, and service. The categories of teaching and service apply to Lecturers, which is currently the only category of faculty in ISI. Therefore, only these two categories are addressed below:

Teaching

In the International Studies Institute, 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, such as seminars, problems, and Honors; advising; GA supervision; course preparation including syllabus preparation, office hours, evaluation of student learning objectives, grading, mentoring, writing letters of recommendation, and assessment of program and university learning objectives.

Scholarship

[As ISI does not currently have faculty engaged in scholarship, this category is not being addressed.]

Service

In the International Studies Institute, service is understood to include activities performed by faculty that does not fall under the definition of teaching and whose completion is oriented towards supporting the full and effective functioning of the program, university, or academic community more broadly, as well as efforts to serve the broader community beyond the university. These activities include, but are not limited to: participation in shared governance; participation in program- and campus-wide committees; advising of students; mentoring of colleagues; participation in thesis committees; participation in program meetings; participation in graduation ceremonies; participation in recruitment activities; participation in hiring of faculty and staff; participation in tenure and promotion panels; writing letters of recommendation for promotion for colleagues at other institutions; providing expertise for UNM initiatives; community, regional, national, or global service engagements; activity in national and international societies in members' academic fields; organization of conferences; and organization or participation in community outreach events.

II. WORKLOAD NORMS by TITLE & RANK

LECTURER Workload Categories:

Teaching

Will take into account (but not be limited to) the following:

- whether the teaching load includes different sections of the same class vs. different classes
- teaching lower-division vs. upper-division classes
- curriculum development: teaching a new class/redesigning a class/teaching a previously taught class
- whether the teaching load includes large enrollment classes

The quantity of service provided (to be negotiated with the Director) will also be considered in measuring whether this category has been satisfied.

Scholarship

No scholarship is expected.

Service

Will take into account (but not be limited to) the following:

- participation in shared governance
- participation in program- and campus-wide committees
- advising of students
- mentoring of colleagues
- participation in program meetings
- participation in graduation ceremonies
- participation in recruitment activities
- participation in hiring activities for faculty and staff
- providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences
- publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

Lecturer I, II, or III

Teaching - 3 regular courses per semester or 6 regular courses per academic year or the equivalent. This number may be adjusted based on overloads in service or other forms of teaching, to be arranged with the Director.

Scholarship - not required. One session of professional development per academic year is recommended when and (only) if funding is made available.

Service - one program or university committee per academic year plus program service equivalent to the workload of one course per semester (conferences, problems courses, advising, etc.) drawn from any combination of (but not limited to) the following:

- participation in shared governance
- participation in program- or campus-wide committees where appropriate
- advising of students
- mentoring of students and colleagues
- participation in program meetings
- participation in graduation ceremonies
- participation in recruitment activities
- participation in hiring activities for faculty and staff where appropriate
- providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences (whether student or professional)
- publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training

- community outreach

Senior Lecturer I, II, or III

Teaching - 3 regular courses per semester or 6 regular courses per academic year or the equivalent. This number may be adjusted based on overloads in service or in other forms of teaching, to be arranged with the Director.

Scholarship - not required. One session of professional development per academic year is recommended when and (only) if funding is made available.

Service - one program or university committee per academic year plus program service equivalent to the workload of one course per semester (conferences, problems courses, advising, etc.) drawn from any combination of (but not limited to) the following:

- participation in shared governance
- participation in program- or campus-wide committees where appropriate
- advising of students
- mentoring of students and colleagues
- participation in program meetings
- participation in graduation ceremonies
- participation in recruitment activities
- participation in hiring activities for faculty and staff where appropriate
- providing expertise for UNM initiatives
- community, regional, national, or global service engagements
- activity in national and international societies
- attendance at or organization of conferences
- publications in the faculty member's field
- professional training that contributes to professional development and pedagogical training
- community outreach

Principal Lecturer I, II, or III

Teaching - 3 regular courses per semester or 6 regular courses per academic year or the equivalent. This number may be adjusted based on overloads in service or other forms of teaching, to be arranged with the Director.

Scholarship - not required. One session of professional development per academic year is recommended when and (only) if funding is made available.

Service - one program or university committee per academic year plus program service equivalent to the workload of one course per semester (conferences, problems courses, advising, etc.) drawn from any combination of (but not limited to) the following:

- participation in shared governance
- participation in program or campus-wide committees
- advising of students
- mentoring of students and colleagues
- participation in program meetings
- participation in graduation ceremonies

- participation in recruitment activities
- participation in hiring activities for faculty and staff
- providing expertise for UNM initiatives
- community, regional, national, or global service engagements
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- attendance at or organization of conferences (whether student or professional)
- publications in the faculty member's field
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III. Mitigating (Modifying) Factors

A. Administrative Duty factors

Faculty performing the following 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 Director and in coordination with members of the program.

- a) Organizing and running the ISI Fall Lecture Series – 1.0 course per academic year
- b) Organizing and running Capstone reviews and presentations and co-organizing and running student degree advisement – 1.0 course per academic year

B. Other factors

Faculty performing certain non-administrative activities will accrue course release credit according to the following schedule. These credits may be banked:

- a) Serving as a thesis committee chair – 0.2 course per academic year
- b) Serving as a thesis committee member – 0.1 per academic year

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 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 department 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 department will be consistent with the College SAC policy for Category B appointments. Category B appointments are those that are directly supervised by the department chair. Category B SACs are paid out of department funds and will not be provided by the College. If the unit cannot offer pecuniary compensation, the faculty member may be compensated in-kind.

VI. Annual Review of Workload Expectations

Each year, in the spring semester and before May 1, the Director 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) establishing expectations for the next review cycle.

An accounting of total workload will sum to 20 points. Each bargaining unit member will, by agreement with the Director and in accordance with this policy, allocate their workload, based on rank norms and applicable modifying factors, to sum to 20 points. *Points are recognized to reflect all dimensions of workload and may vary from the traditional allocation of 80/20 assigned to teaching/service of Lecturers.*

The program recognizes faculty member's interests and focus can change over time, which may be reflected in flexibility in the distribution of workload between teaching 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 within reason. As examples, teaching may be reduced for one or two semesters with a corresponding increase in service workload, however this cannot persist beyond two semesters. Similarly, a faculty member may wish to substitute more teaching for less service, however any teaching above the norm will then 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 program 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.