

Academic Workload Policy – Museum Studies Program

In light of the UA-UNM Unit 1 CBA Article 13, the following policy has been developed for the Museum Studies Program, which is an academic unit that resides in both the College of Arts & Sciences and the College of Fine Arts within the main campus of the University of New Mexico.

I. Overview

The Museum Studies Program recognizes all three elements of the 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 (including thesis, dissertation, project credits, practica, independent study, and special problems supervision); course preparation (for both in person and online instruction) including syllabus preparation/revision and assembling course resources; group or individual office hours; grading, evaluation of student learning objectives; mentoring of students, writing letters of recommendation; participation in Masters or PhD committees; curriculum development, review of literature and research in subject area for purpose of teaching; review of literature on instructional methodology, and adult learning theory; 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 in order 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: laboratory, library, archival, or collections based research; community-based scholarship; pedagogical research; publication; development and sharing of creative works, both artistic and literary; exhibitions; grant writing and principal investigator (PI) duties; mentoring of research students; and conference presentations/panels.

Service

Service is understood to include any activity performed by the bargaining unit 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-, college-, campus- and system-wide committees; advising of students; provision of mentoring of students and colleagues; 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 and creative works; acting as a journal editor; jurist for creative works and exhibitions; and organization or participation in community outreach events.

II. Workload Norms (by title and rank)

The Museum Studies Program defines the normal workload expectations for bargaining unit members with 1.0 FTE appointments in the department according to the following the faculty title and ranks:

Lecturer (I, II, or III) (80% Teaching, 20% Service)

Teaching: Four courses per semester or eight courses per academic year. Courses taught, without additional compensation, during the winter and summer sessions count toward the academic year total.

Scholarship: No scholarship is expected.

Service: One department committee assignment per academic year. Advising of students in the department and participation in department meetings and events is expected.

Senior Lecturer (I, II, or III) (70% Teaching, 30% Service)

Teaching: Three courses per semester or seven courses per academic year. Courses taught, without additional compensation, during the winter and summer sessions count toward the academic year total. Mentorship of students and participation in Masters degree committees expected during academic year.

Scholarship: No scholarship is expected.

Service: Some 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, including at least one involving undergraduate or graduate curriculum. Advising of students in the department and participation in department meetings and events is expected.

Principal Lecturer (I, II, or III) (70% Teaching, 30% Service)

Teaching: Three courses per semester or seven courses per academic year. Courses taught, without additional compensation, during the winter and summer sessions count toward the academic year total. Mentorship of students and participation in Masters degree committees expected during academic year.

Scholarship: No scholarship is expected.

Service: Some administrative duties equivalent to the workload of one course per semester or two courses per academic year. At least two department committee assignments per academic year, including at least one involving graduate curriculum or program development / assessment. Advising of students in the department and participation in department meetings and events is expected.

Assistant Professor (40% Teaching, 40% Research, 20% Service)

Teaching: Two courses per semester or four courses per academic year, not including winter intersession and summer. Mentorship of students and participation in Masters degree committees expected during academic year.

Scholarship: At least one paper published or submitted for publication or one creative project completed in accordance with the Museum Studies Program's published performance expectations policy. One grant proposal submitted every two calendar years.

Service: Serving on two department standing committees per academic year. Advising of students in the department and participation in department meetings and events is expected.

Associate Professor (40% Teaching, 40% Research, 20% Service)

Teaching: Two courses per semester or four courses per academic year, not including winter intersession and summer. Mentorship of students and participation in Masters or PhD degree committees expected during academic year.

Scholarship: At least two papers published or submitted for publication, or a paper published or submitted for publication along with a creative project completed, in accordance with the Museum Studies Program's published performance expectations policy. One grant proposal submitted or revised each calendar year.

Service: Serving on at least two department standing committees per academic year, or on one department committee and one committee outside the department (College, University). At least one committee assignment shall involve graduate curriculum or program development / assessment Advising of students in the department and participation in department meetings and events is expected.

Professor (40% Teaching, 40% Research, 20% Service)

Teaching: Two courses per semester or four courses per academic year, not including winter intersession and summer. Mentorship of students and participation in Masters or PhD degree committees expected during academic year.

Scholarship: At least two papers published or submitted for publication and a creative project completed, in accordance with the Museum Studies Program's published performance expectations policy. One grant proposal submitted or revised each calendar year, and a successful grant award received every two calendar years.

Service: Serving on at least two department standing committees per academic year. Service on at least one committee outside the department (College, University). Service on a professional committee outside the University. Advising of students in the department and participation in department meetings and events is expected.

III. Modifying Factors

The Museum Studies Program recognizes mitigating factors that may alter the workload expectations defined for faculty ranks noted in Section II. Factors may include significant administrative duties, internal (UNM) or externally-funded course buyouts, fluctuation in course enrollments, or significant research/creative project responsibilities of limited duration. Adjustment of workload expectation will be determined following petition to and review by the Program director with approval of the CAS or CFA dean.

A. Course releases

Faculty performing the following intensive administrative duties for the Museum Studies Program will receive course release according to the following schedule. Partial course releases can be accumulated and converted to full course release during a semester, if arranged in advance and with approval of the Program director.

- a) Graduate Coordinator – 1.0 course release per academic year
- b) Curriculum Coordinator – 0.5 course release per academic year
- c) Assessment Coordinator – 0.5 course release per academic year

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

B. Other factors

Faculty performing significant research/creative project activities of limited duration will be afforded course release during a specific term following petition and review by the Program director and approval of the CAS or CFA dean.

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

IV. Overload Compensation

In alignment with the CBA Article 13 and relevant University policies, a faculty member teaching more than the normal workload for their rank will be considered teaching an overload. Teaching overloads will be compensated at the TPTI 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.

Given this workload policy provides reduction of teaching workload in accordance with the schedules above for mitigating factors, in general faculty performing administrative duties will not receive additional compensation. However, it may be the preference of some bargaining unit members to receive salary in lieu of course releases. In this case a SAC will be paid in proportion to the relevant course release factor, at the rate of 1.0 courses equal to the current

compensation paid for one course taught by a TPTI. Teaching releases and SACs cannot be combined as compensation for the same administrative or service appointment.

VI. Annual Review of Workload Expectations

Each year, in the spring semester and before May 1, the Program 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. An accounting of total workload will sum to 100 points. Each bargaining unit member will, by agreement with the Program 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 Annual Review of Workload Expectations has two components:

- a) review of work done consistent with the previous year's expectations established in the previous annual review, and
- b) review of the current year's expectations and establishing revised expectations for the next review cycle.

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 bargaining unit 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 scholarly workload, however this cannot persist beyond two semesters. Similarly, a faculty member may wish to substitute more teaching for less scholarship, however any teaching above the norm established in Section II through this adjusted workload distribution 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.

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