

## **CBA Article 13.**

### **Academic Workload Policy – Department of Political Science**

#### **I. Overview**

The Department of Political Science recognizes all three elements of bargaining unit member's work to be teaching, scholarship, and service. Each of these categories are described below:

##### **Teaching**

Due to the variety of subject matters and student populations in the field, teaching in the Department of Political Science occurs in various settings and via a diversity of forms of instruction, such as lecturing, small group seminars, and problem-based learning. The term teaching as used here includes, but is not restricted to, regularly scheduled undergraduate and graduate instruction, and the advising, direction and supervision of individual undergraduate, graduate, post-doctoral, and professional students. Teaching also includes the direction or supervision of students in reading, research, internships, or fellowships. Faculty supervision or guidance of students in recognized academic pursuits that confer no University credit is also considered as teaching.

##### **Scholarship**

Scholarly work (also referred to as scholarship or research) is understood to include any work carried out and documented by faculty in the Department of Political Science 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 peer reviewed social science and interdisciplinary journal publications, chapters in peer reviewed books, and books published with academic and commercial presses, securing internal or external funding, and securing internal or external funding.

##### **Service**

Service is understood to include any work carried out and documented by faculty in the Department of Political Science including membership on and chairing of department and university committees, or committees in the profession arranging department colloquia, working for professional associations, serving as a reviewer for professional journals or grant-giving agencies, and professional service to the local, state, national, or international communities, in the form of lectures, op-ed contributions, media appearances and policy briefs. It may also include activities not specifically listed herein.

#### **II. Workload Norms (by title and rank)**

##### **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.

Scholarship: No research is expected.

Service: Service to the department, college, and university is expected, with a focus on serving the undergraduate mission.

**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.

Scholarship: No research is expected.

Service: Service to the department, college, and university is expected, with a focus on serving the undergraduate mission.

**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.

Scholarship: No research is expected.

Service: Service to the department, college, and university is expected, with a focus on serving the undergraduate mission.

**Assistant Professor**

Teaching: Two courses per semester or four courses per academic year, not including winter intersession and summer.

Scholarship: Workload is commensurate with the goal of steady progress toward promotion and tenure as communicated by the Department Chair with the advice of senior faculty.

Service: Service to the department, college, university and discipline is expected of junior but we specifically seek to limit service for bargaining unit members at this rank so they can focus more workload effort on research and teaching.

**Associate Professor**

Teaching: Two courses per semester or four courses per academic year, not including winter intersession and summer.

Scholarship: Workload is commensurate with the goal of steady progress toward promotion to full professor as communicated by the Department Chair, with the advice of the executive committee.

Service: Service to the department, college, university and/or discipline is expected of bargaining unit members at this rank.

## **Professor**

Teaching: Two courses per semester or four courses per academic year, not including winter intersession and summer.

Scholarship: Workload is commensurate with the goal of maintaining and/or expanding the national or international reputation bargaining unit members at this rank have already achieved. The assessment of this is made by the Department Chair in consultation with senior members of the department's executive committee.

Service: Substantial service to the department, college, university and/or discipline is expected of bargaining unit members at this rank.

### **III. Mitigating (Modifying) Factors**

#### **A. Course releases**

Faculty performing the following intensive administrative duties will receive course releases according to the following schedule.

- a) Department Chair – 2.0 courses per academic year
- b) Graduate Director - .67 course per academic year

This workload policy recognizes and incorporates the College 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 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.

An accounting of total workload will sum to 100 points. Each bargaining unit member will, by agreement with the chair 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 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 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.