

**Academic Workload Policy**  
**Department of Mechanical Engineering**  
**University of New Mexico**

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## **1. Introduction**

Section *C100: Academic Load* of the UNM Faculty Handbook articulates a policy governing the officially recognized duties carried out by faculty. Faculty duties fall into the three familiar activities of teaching, scholarly work (research), and service. This departmental policy applies to, unless otherwise stated specifically, all regular faculty including tenured Professors and Associate Professors, tenure-track Assistant Professors, and full-time Lecturers.

## **2. Workload Distribution**

### **2.1 Research-active faculty**

The typical workload expectation for research-active tenured and tenure-track faculty members is 40%–40%–20% (teaching–research–service). The 40% teaching portion is equivalent to 3 courses per academic year (2 + 1 courses for the two semesters).

Being research active is demonstrated through a faculty member's actively pursuing a research agenda, seeking and acquiring external funding, supervising and supporting graduate and undergraduate students (and/or post-docs), and disseminating research outcomes through significant peer-reviewed publications (research papers/books) or patents as well as conference presentations etc.

### **2.2 Teaching-focused faculty**

The 40% research portion described in 2.1 is replaced by additional 3 courses, which amounts to a total teaching load of 3 + 3 for the academic year. This applies to full-time lecturers as well as teaching-focused tenured faculty.

### **2.3 Teaching load adjustment**

At times there may be circumstances falling between those outlined in 2.1 and 2.2. The particular faculty member's teaching obligation will then be defined following discussion between the faculty member and department chair.

### **2.4 Service**

Typical service activities include participation in departmental and/or university committees and events, outreach, professional society and conference related service and activities, editorial position for technical journals, and serving as reviewer of proposals and papers, etc. Faculty members are encouraged to discuss with the department chair regarding any less common type of service activities.

## **3. Further Guidelines**

3.1 Faculty members may reduce their teaching load through a course release mechanism, by using research funding to compensate the department at a level that is normally 15% of the academic-year salary for one course reduction in a given year. In general the teaching load cannot be reduced to below one course per semester.

3.2 In addition to the course release mechanism described in 3.1, there may be other mitigating factors affecting workload expectations. For instance, faculty members who have significant administrative duties, or need to devote a significant part of their time to specific programs or initiatives, may be granted a teaching load reduction in certain semesters as determined by the department chair.

3.3 The teaching load for tenure-track assistant professors is normally at a reduced level as specified in their offer letter.

3.4 Teaching assignments in excess of the workload expectations specified in 2.1 and 2.2 will constitute a teaching overload. Any overload compensation arrangement will be discussed and agreed upon between the faculty member and department chair.

3.5 Other circumstances may arise wherein it is in the interests of the department to make adjustments of the faculty workload. The department chair, in consultation with relevant faculty, makes the final decision while ensuring that the education mission of the department is fulfilled.

3.6 For non-tenure-track research faculty with titles of Research Assistant Professor, Research Associate Professor and Research Professor, their primary workload consists of research supported by external funding. On occasion, a faculty member in this group may be invited to teach a class. In that case, a monetary compensation may be provided to the faculty member, consistent with UNM rules for part time instructors and commensurate with the teaching workload. Each case will be decided on its merits and subject to approval by department chair and the principal investigator of the contract or grant that supports the research faculty member.

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