

## **Department of Spanish and Portuguese: Academic Workload Policy**

developed in consultation with the Advisory Committee and adopted through  
departmental vote on 01/24/2022

### **I. OVERVIEW**

The Department of Spanish and Portuguese recognizes all three elements of 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; advising, mentoring, or supervising students, including participation in BA Thesis, MA or PhD committees; course preparation including syllabus preparation/revision, group or individual office hours, evaluation of student learning objectives, grading, mentoring of students, writing letters of recommendation, and 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 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: monographs; novels or collections of short stories or poetry; refereed publications in journals or edited volumes; critical anthologies and editions; textbooks; archival or field-based research; community-based scholarship; pedagogical research; textbooks; major exhibitions and media productions; computer websites, games or other technology; archival processing; book/performance reviews, encyclopedia articles; publications; 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 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-, campus- and system- wide committees; mentoring of colleagues; participation in Masters or PhD committees; participation in branch campus faculty assembly meetings; 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 works; acting as a journal editor; jurist for creative works exhibition; and organization or participation in community outreach events.

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

**Lecturer (I, II, or III)**

Teaching Four courses per semester or eight courses per academic year. Courses taught without additional compensation during the winter and summer sessions count towards workload.

Scholarship No scholarship is expected.

Service One department committee assignment per academic year.

**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 towards workload

Scholarship: No scholarship is expected.

Service: administrative duties equivalent to the workload of one course per semester or two courses per academic year. At least one department committee assignments per academic year, preferentially at least one involving curriculum development or assessment.

**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 towards workload.

Scholarship: No scholarship is expected.

Service: 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, preferentially at least one involving curriculum development or assessment.

**Assistant Professor**

Teaching: The normal teaching load for 1.0 FTE tenure stream faculty in the Department of Spanish and Portuguese is four (4) courses per year unless an exception is negotiated or granted to the individual by the Chair. Teaching workload units will be calculated according to our departmental workload points worksheet, based on a maximum of 40 points per year

Scholarship: Workload units will be calculated according to our departmental workload points worksheet, based on a maximum of 40 points per year

Service: Workload units will be calculated according to our departmental workload points worksheet, based on a maximum of 20 points per year. Committees: serving on one department standing committee per academic year.

**Associate Professor**

Teaching: The normal teaching load for 1.0 FTE tenure stream faculty in the Department of Spanish and Portuguese is four (4) courses per year unless an exception is negotiated or granted to the individual by the Chair. Teaching workload units will be calculated according to our departmental workload points worksheet, based on a maximum of 40 points per year

Scholarship: Workload units will be calculated according to our departmental workload points worksheet, based on a maximum of 40 points per year

Service: Workload units will be calculated according to our departmental workload points worksheet, based on a maximum of 20 points per year. Committee: serving on at least two standing committees per year.

### **Professor**

Teaching: The normal teaching load for 1.0 FTE tenure stream faculty in the Department of Spanish and Portuguese is four (4) courses per year unless an exception is negotiated or granted to the individual by the Chair. Teaching workload units will be calculated according to our departmental workload points worksheet, based on a maximum of 40 points per year

Scholarship: Workload units will be calculated according to our departmental workload points worksheet, based on a maximum of 40 points per year

Service: Workload units will be calculated according to our departmental workload points worksheet, based on a maximum of 20 points per year. Committees: serving on at least two standing committees per academic year. Service on at least one committee outside the department (College, University).

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

#### **A. Administrative Duty Factors.**

Faculty performing the 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 unit chair or director.

#### **1. Ongoing Administrative Assignments within the Department:**

Associate Chair, Graduate Advisor, and Faculty Advisor for Undergraduates: one course per year.

Coordinators for SSL (Spanish as Second Language) and SHL (Spanish as Heritage Language) programs: two courses per year.

Assistant Coordinator for SSL: three courses per year.

Coordinator for SPAN 300 courses: 1 course per year.

Coordinator for PORT language program: one course per year.

The Chair: two courses per year.

#### **2. Other Factors**

a. A teaching load reduction may be granted for documented research projects currently impending or underway that require an extraordinary commitment of time, and for which an urgent need for completion can be documented.

b. A teaching load reduction may be granted for short term intramural or extramural professional or administrative assignment requiring an extraordinary commitment of time. Examples include program chair of a major conference, and special university assignment such as president of the Faculty Senate or chair of the Committee on Academic Freedom and Tenure. If an appointment lasts longer than one year, the department requires that the faculty member negotiate course buyouts at the time of their (re)appointment.

c. New Faculty. Faculty joining the department at the rank of Assistant, Associate, or Professor, may negotiate with the Department Chair a reduced teaching load for

the first year.

d. Administrative Reassignment. The department recognizes the importance and significance of faculty serving in administrative positions throughout the university. While this is to the advantage of the department, the department requires that the faculty member negotiate course buyouts at the time of their appointment.

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

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 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)**

Officers of the department receive a SAC set by the College of Arts & Sciences in addition to course reductions as described above. The 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.

Departmental assessment of total workload will sum to 100 points. Each bargaining unit member will, by agreement with the chair/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 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. A tenured 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.