

Department of Special Education Workload Policy

Reference: UNM Collective Bargaining Agreement (CBA) Unit 1, Article 13 G. Academic Workload.

The Department of Special Education (SPCD) Workload Policy is also consistent with the guidelines of the COEHS Differentiated Faculty Workload Policy (August 19, 2016). Additional COEHS policies that guide the work of faculty include the COEHS Differentiated Faculty Workload Policies Service (March 20, 2018) and the COEHS Teaching Workload Policy (March 25, 2019).

WORKLOAD EXPECTATIONS FOR TEACHING, SCHOLARLY ACTIVITY, & SERVICE:

*Workload expectations may be adjusted during the academic year in response to emergent needs and opportunities.

*Meeting workload expectations does not guarantee progress towards promotion.

Allocations for Teaching, Scholarly Activity, and Service:

Faculty	Teaching	Scholarly Activity	Service
Professor 2/2 teaching load	40%	40%	20%
Professor 3/3 teaching load	60%	20%	20%
Associate Professor 2/2 teaching load	40%	40%	20%
Associate Professor 3/3 teaching load	60%	20%	20%
Assistant Professor 2/2 teaching load (Year 2-6)	40%	40%	20%
Assistant Professor 2/1 teaching load (Year 1)	30%	50%	20%
Lecturer II 4/4 teaching load	80%	0%	20%
Lecturer III 4/4 teaching load	80%	0%	20%

Teaching:

Approved by SPCD faculty 12/13/2021

Associate and full professors may choose a 3/3 or a 2/2 teaching load. All assistant professors will be assigned to a faculty workload based on their year in rank on the probationary period as specified in the COEHS Differentiated Faculty Workload Policy. The 2/1 load occurs in year 1.

In SPCD there is no workload distinction between Lecturer II, Lecturer III, Senior, and Principal Lecturers.

For the purposes of this faculty workload policy, each 3-credit hour course will be considered as one class.

Scholarly Activity:

An acceptable pattern of scholarly productivity for tenure-track and tenured faculty on a 2/2 load is attached. (See Attachment A. SPCD Scholarly Activity.)

This pattern decreases for tenured faculty on a 3/3 teaching load.

Service:

Service in the context of academia generally refers to service to the institution, the external community, and the larger academic community (including national and international).

According to the UNM Faculty Handbook, there are two broad categories of faculty service: professional and public. Professional service includes activities performed within the University that are directly related to the faculty member's discipline or profession. Public service consists of activities and leadership to the faculty member's profession and to the local, national, and international communities beyond the University (Faculty Handbook B1.2.3.)

Faculty engage in a variety of service activities to the profession, university, college/departmental/program, community, sovereign nations, and other areas. There are varying levels and degrees of service. All service activities should be conducted in a pro-bono basis; paid service activities do not count towards service.

A faculty member's service contribution to the university, college, department, and program should comprise at least 50% of their service.

TEACHING OVERLOADS:

Teaching overloads may be approved by the department chair. Teaching overload compensation is the pay rate of the college pay scale for part-time instructors of similar rank.

MITIGATING FACTORS FOR TEACHING, SCHOLARLY WORK, AND SERVICE:

Mitigating factors affecting workload teaching, scholarly work, and service may include, but are not limited to, individual department needs and standards, supervision of significant numbers of graduate students, teaching large classes, buyout of teaching duties with grant funding, major

center or grant coordination responsibilities, or approved mitigating leave. Mitigating factors should have written approval.

Some departmental administrative duties conducted by faculty need and should be provided a course reassignment(s) at the discretion of the department chair.

Grant buyouts of no more than one course release per semester may also occur and require department chair approval.

A faculty member who has chaired 6 completed dissertations, will be credited with having taught a 3-credit hour course. Once this credit is achieved, it will be awarded as part of a faculty member's teaching load for that one year. COEHS Policy (2016).

ADDITIONAL DOCUMENTS:

Additional COEHS documents that can be found on the COEHS website are:

- The COE Differentiated Faculty Workload Policy (August 19, 2016)
- The COE Differentiated Faculty Workload Policies Service (March 20, 2018)
- The COE Teaching Workload Policy (March 25, 2019)

ATTACHED:

- Attachment A. SPCD Scholarly Activity 9.1.16

Dean Approved: 02/04/2022

Provost Approved: 02/11/2022

To Be Reviewed: 2023