

ACADEMIC WORKLOAD POLICY FOR UNMLA

In accordance with the Agreement Between the University of New Mexico (UNM) and United Academics – UNM, Unit 1 (hereinafter known as CBA-1), each Academic Unit (here defined as the Branch Campus) “will have a published academic workload policy which defines the expectations for each category of teaching, scholarly work, and service for each faculty rank within the unit.”

This policy defines the academic workload expectations for each required category of teaching, service, and scholarly work/professional activities for continuing faculty ranks (tenure-track, tenured, and lecturers) and faculty librarians within UNM-Los Alamos. All continuing faculty are expected to meet their contractual obligations as defined in this policy.

1. All Continuing Faculty on a 1.0 FTE contract at UNM-LA have the following standard instructional load obligations:
 - 1.1. Teaching
 - 1.1.1. Teach the equivalent of 30 credit hours per academic year (normally divided equally between semesters)
 - 1.1.1.1. For standard lecture-type courses, 1 contact hour equals 1 credit.
 - 1.1.1.2. For science and studio lab courses, 1 contact hour equals 0.75 credit hours
 - 1.1.2. Complete 5 hours per week per semester of student consultation hours
 - 1.1.2.1. Normally 3 hours of these shall be held on campus.
 - 1.1.2.2. Student consultation hours and location shall be submitted to the Office of Instruction prior to the start of the semester and be posted outside faculty doors.
 - 1.1.3. In accordance with CBA-1, “Teaching is understood to include all of the 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, such as thesis, dissertation, seminar, and special problems supervision; course preparation including syllabus preparation/revision, group our 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; curriculum development, review of literature and research in their subject area for the purpose of teaching, review of literature on instructional methodology, and adult learning theory; and construction and preparation for online courses.”
 - 1.1.4. Teaching above 30 hours per academic year will be paid at adjunct overload rate calculated after the beginning of spring semester. Additional teaching may not substitute for Service or Scholarship/Professional Development obligations.
 - 1.2. Service
 - 1.2.1. Participate in the equivalent of 50 hours per semester (or 100 hours per year) of service to the college or community (the latter to be explicitly connected to the faculty member’s responsibilities at the college and benefit UNM-LA mission and strategic goals).
 - 1.2.2. Typically, all faculty are required to participate in college governance through service on college committees.

- 1.2.3. The normal expectations for a faculty member thus would include serving as a member of 3 committees, or serving on 1 committee plus grant coordination activities, or serving as chair of a committee in addition to serving on one committee.
- 1.2.4. Service includes required attendance at department meetings, attendance at mandatory faculty meetings, and attendance at Graduation.
- 1.2.5. In accordance with CBA-1, "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; advising of students; provision of mentoring of students and colleagues; 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 or 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."
- 1.3. Professional Activities/Scholarship
 - 1.3.1. Complete the equivalent of 16 hours per semester (or 32 hours per academic year) of professional activities.
 - 1.3.2. Professional Activities/Scholarship at a Branch campus include such things as attendance at workshops, participation in professional development presentations/webinars, professional conference presentation/poster/panels, presenting at faculty meetings, attendance at regional conferences, research in one's discipline, research related to teaching (Scholarship of Teaching and Learning - SoTL), grant-writing, serving as a PI on a grant, or other activities as agreed upon with the Division Chair and approved by the Dean of Instruction.
 - 1.3.3. In accordance with CBA-1, "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 or archival based research; community-based scholarship; pedagogical research; publication; development and sharing of creative works, both artistic and literary; exhibitions; grant writing and principal investigator duties; mentoring of research students; and conference presentations/panels."
2. Continuing faculty on less than 1.0 FTE contract are expected to fulfill proportional amounts for each instructional load category (i.e. teaching, service, scholarship/professional development). See table 2.2 below.

2.1. Teaching above the obligated credit hours per academic year will be paid at the adjunct overload rate calculated after the beginning of spring semester. Additional teaching may not substitute for Service or Scholarship/PD obligations.

2.2. Table of FTE pro-rated amounts

Lecturer FTE (Lecturer I, II, & III)	Area of Responsibility	Expectations	% of Effort
1.0 FTE	Teaching	30 credit hours per academic year (or 15 per semester) + a minimum of 5 hours of student consultation per week/per semester (3 hours of which shall be held at a campus location)	80
	Service	A minimum of 50 hours per semester (or 100 per academic year) (e.g. serving as a member of 3 committees, or serving on 1 committee plus grant coordination activities, or serving as chair of a committee in addition to serving on one committee.)	15
	Professional Development	A minimum of 16 hours per semester (or 32 per academic year)	5
0.5 FTE	Teaching	15 Credit hours per academic year (or roughly 7.5 per semester) + a minimum of 2.5 hours of student consultation per week/per semester (1.5 hours of which shall be held at a campus location)	80
	Service	A minimum of 25 hours per semester (or 50 per academic year) (e.g. membership on 2 committees, or implementation and/or coordination activity for 1 grant.)	15
	Professional Development	A minimum of 8 hours per semester (or 16 per academic year)	5
0.25 FTE* (grandfathered category)	Teaching	7.5 credit hours per academic year (or roughly 4 per semester) + a minimum of 1.25 hours of student consultation per week/per semester (0.75 hours of which shall be held at a campus location)	80
	Service	A minimum of 12.5 hours per semester (or 25 per academic year) (e.g. membership on one committee)	15
	Professional Development	A minimum of 4 hours per semester (or 8 per academic year)	5

3. Additional service or professional development obligations, above the expectations listed above in table 2.2 may constitute a reason for course release provided that the work done shall be equivalent to the normal work required to teach a course, including preparation and grading (e.g. approximately 55-60 hours per semester).
 - 3.1. Equivalency for purposes of course credit release will be determined by the faculty member, Division Chair, and Dean of Instruction in consultation.

4. Division Chairs will annually review and approve the individual academic workload expectations of each continuing faculty member to align with the workload policy and the needs of the department and college.
 - 4.1. The Division Chairs will use the form in Appendix A to document the agreement and file a copy of the form in the personnel file in the Office of Instruction.
 - 4.2. The target deadline will be the final week of instruction of spring semester.
 - 4.3. The academic workload expectations can be adjusted during the academic year in response to emergent needs and opportunities, and such adjustments should be documented.

5. Library Faculty
 - 5.1. Library faculty on a 1.0 FTE contract at UNM-LA have the following standard load obligations:
 - 5.1.1. Professional Activities as a Librarian
 - 5.1.1.1. Administration and Management of library operations including:
 - 5.1.1.1.1. Scheduling Public, Reference, and Technical Services to meet the needs of the University community
 - 5.1.1.1.2. Oversight of the Library budget
 - 5.1.1.1.3. Supervision of library staff
 - 5.1.1.1.4. Collection development
 - 5.1.1.1.5. Aiding faculty, students, and staff in the conduct of research or use of library resources and bibliographic services
 - 5.1.1.1.6. Designing, curating, and coordinating exhibits and public events in the library
 - 5.1.1.1.7. Maintaining appropriate institutional memberships necessary for operations
 - 5.1.1.1.8. Collecting and reporting statistical data as needed
 - 5.1.1.1.9. Collaborating with campus administration, faculty, and staff with campus events and other pursuits as appropriate
 - 5.1.1.1.10. Promoting library resources and services
 - 5.1.1.1.11. Managing information technology and library automation including: maintaining the library website, integrating information technology into the mission of the library, maintaining library databases, etc.
 - 5.1.2. Service, Teaching, Research, Creative Contributions
 - 5.1.2.1. Serves on the UNM-Los Alamos Library Committee and other University committees as necessary.

- 5.1.2.2. Maintains individual membership in state, regional, or national professional organizations
 - 5.1.2.3. Pursues and participates in professional development opportunities and professional organizations to remain current in the field
 - 5.1.2.4. Engages in Instructional Services including: Information Literacy Instruction and creation of Information Literacy tools
6. At least once every three years, this policy and any supporting documents shall be reviewed by the Dean of Instruction and the Faculty Operations Committee. Any proposed changes shall be presented to the Division faculty for review, then to the Dean and Chancellor. Final approval of the policy rests with the Provost.

STATEMENT OF ACCOUNTABILITY AND RESPONSIBILITY

The Chancellor, through the Dean of Instruction, shall be responsible for enforcing faculty workload policies and procedures. The Office of Instruction shall work with the different divisions to comply with this policy and develop procedures that will enforce this policy regarding awareness, prevention, and remediation.

Appendix A: Individual Workload Expectations

Faculty Member: _____

Academic year _____ **to** _____

CBA-1: “Division Chairs will annually review and approve the individual academic workload expectations of each continuing faculty member in each of the workload categories, in alignment with the academic workload policy of the department.”

Each spring the faculty member meets with the Division Chair to set goals to be given each of the three sub-roles, within the established College expectations. The Division Chair and the faculty member come to an agreement as to an appropriate distribution of time invested between teaching, professional activity, and service.

Type your goals below, using as much space as necessary to provide your Division Chair with sufficient information to understand your plans and ascertain your completion at the end of the process.

The academic workload expectations can be adjusted during the academic year in response to emergent needs and opportunities, and such adjustments should be documented.

TEACHING

To meet my teaching obligation, I will teach the following courses (List course number, title, and number of credit hours):

SERVICE

To meet my Service obligation, I will engage in the following activities (list activities and approximate expected hours to be spent in each activity for the semester and/or academic year):

PROFESSIONAL DEVELOPMENT/SCHOLARLY ACTIVITY

To meet my Professional Development obligation, I will engage in the following activities (list activities and approximate expected hours to be spent for each activity for the semester/academic year):

Signatures:

Faculty Member

Date

Division Chair

Date

Dean Approved: 02/08/2022

Provost Approved: 02/11/2022

To Be Reviewed: 2023