



Academic Affairs
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UNM-Taos Faculty Workload Expectations/Policies

Faculty workloads are directed toward fulfilling the mission of the college and the goals of the academic departments.

All full-time continuing faculty positions have both instructional and non-instructional responsibilities.

All faculty, regardless of tenure/tenure-track (all continuing appointments) must meet general college expectations.

General Expectations of Full-Time Continuing Faculty Positions:

- To provide instructional services to students in accordance with instructional expectations (noted below). Regularly scheduled instructional services and office hours (on campus, remote)
- To represent the campus at events (i.e., NSO, Faculty Orientation, Graduation, Faculty meetings, all campus meetings, etc.)
- To advise and mentor of students
- To serve the department and the campus
- To follow all guidelines and policies and responsibilities set forth by the University
- To meet all contractual obligations of faculty contract and workload agreements

Expectations of tenure/tenure-track faculty: Faculty holding these titles are expected to perform the activities outlined in the University's (UNM and UNM-Taos) approved Promotion and Tenure guidelines.

Workload agreements will be on a semester-by-semester basis in a signed contractual arrangement. Workloads may be adjusted due to assigned duties or changes in course enrollment or cancelations. Any change (reduction, reassignment, or overload) must be approved by the Chair and Dean.

In general, courses taught concurrently (more than one section in the same class period) will be treated as a single course for determining contact/credit hours for workload unless there are mutually agreed upon (Chair and Dean) mitigating factors (such as enrollment size, significant differentiation of instruction, class hours, etc.).

Faculty are expected to be on campus to meet their professional obligations. Full-time faculty members are exempt employees and must work the hours necessary to accomplish their teaching responsibilities and weekly tasks. The nature of faculty workload includes a varied schedule and therefore does not follow the typical staff workday.

Faculty members must ensure they are accessible to students outside of the classroom and publish their office hours (face to face and/or remote). These should also be noted in syllabi, office doors, and LMS. Office hours should provide the greatest number of students with an opportunity for student advisement /mentoring. Faculty should also be available upon request.

Faculty work hours vary according to teaching schedules, online teaching, day or evening hours, community requirements, meetings, in-service education, and other college and professional activities. Faculty may be required to be on campus on days they do not have scheduled instruction. Faculty should be mindful of creating varied class schedules and offering courses in a variety of formats. This is key to future growth for the college.

When appropriate, full-time faculty are given first opportunity to teach extra courses for overload. Overload needs to be approved by Chair and Dean and must not result in any degradation or reduction in quality of workload. Teaching

overloads and summer teaching assignments are paid at the current adjunct pay rates.

SAC (Special Administrative Component) shall be utilized when a full-time faculty member has an approved administrative assignment that is above and beyond 100% workload. Follows the campus SAC policy and has to be approved by the Dean of Instruction.

Health Sciences Workload Policy

Nursing

Lecturer Track Faculty (Full-time) Workload Expectations (per semester)

The Nursing Department workload policy is not based on credit hour but based on contact hours per week. Workload is consistent with academic program needs and may include classroom, laboratory, and clinical settings.

Teaching load is 13 hours and there is a 2-hour service load (15 workload hour total) per semester.

15/15 workload (100%)

13/15 teaching load

2/15 service load

Service may include, but not limited to, committee work (college level, state- wide). Examples currently in use are NMNEC, UNM-Taos Nursing Department, and UNM-Taos Curriculum committee. Departmental meetings are considered part of instructional/service workload as are required professional development related to the nursing profession. Nursing faculty are expected to maintain NM licensure to remain qualified for their faculty role. The college provides financial support for nursing professional development when available.

Integrative Medical Massage/Holistic Health and Healing Arts

Lecturer Track (Full-time) Workload Expectations (per semester)

15/15 workload (100%)

12/15 credit hour teaching load (80%). Program includes a number of variable credit options, therefore teaching/credit load may vary per semester with adjustments then to overall workload (service/PD components).

3/15 (20%) service/professional development or program coordination (upon approval) (includes but not limited to service at the departmental, college or statewide level and maintenance of CEUs for professional licensing) or additional 3 credit hour teaching load in lieu of service or professional development.

Emergency Medical Services (EMS)

Lecturer Track (Full-time) Workload Expectations (per semester)

15/15 workload (100%)

12/15 credit hour teaching load (80%)

3/15 (20%) weighted service/professional development or program coordination /administrative reassignment (upon approval) or additional 3 credit hour teaching load in lieu of service/professional development/administrative reassignment.

Social and Behavioral Sciences/Humanities

Lecturer Track (Full-time) Workload Expectation (per semester)

15/15 workload (100%)

12/15 credit hour (80%) teaching load per semester

3/15 (20%) weighted service/professional development/course reassignment

3 credit hours course reassignment is equivalent to 5 contact hours a week of an approved reassignment. Reassignment could include, but not limited to, Program Coordination, approved departmental, statewide or college wide project, chairing of an ongoing committee, professional development in relation to the discipline, etc. 20% workload could include significant service component based on above parameters or additional 3 credit hour teaching load in lieu of service or professional development.

Tenure Track/Tenured Faculty Workload Expectation (per semester)

15/15 workload (100%)

12 credit hour teaching load (80%) per semester

20% weighted service and professional development contribution or course reassignment. Additional 3 credit hour teaching load in lieu of service or professional development

FY (12 month) Tenure Track Faculty Workload Expectation:

50% Administrative role (inclusive service and PD)

50% Teaching Load

Percentages may vary by semester. Must follow the Promotion and Tenure guidelines of the University.

Fine Arts and Digital Media Art

Lecturer Track (Full-time) Faculty Workload Expectation (per semester)

15/15 workload (100%)

12/15 credit hour teaching load (80%)

3 credit hour studio classes (equivalent to double the contact hours of typical liberal art 3 credit hour classes) count as 4 credit hours in teaching load calculations. 12 credit hours equivalent to 3 studio classes or 4 non-studio classes.

20% course reassignment equivalent to 5 hours of agreed upon service or project, such as Art Gallery show, maintenance of studio laboratories, internship support, community project/promotional activities, or a combination of the above, etc. Additional 3 credit hour teaching load in lieu of service or professional development could also be utilized.

Tenured Faculty Workload Expectation (per semester)

15/15 workload (100%)

12 credit hour teaching load (80%)

20% service and professional development contribution or course reassignment.

Math and Science

Mathematics

15/15 credit hour workload (100%)

Lecturer Track (full-time) Faculty Workload Expectation (per semester)

12 credit hour teaching load (80%) plus 5-6 hours of supporting Math MaLL (professional tutoring/office hours)

20% service/professional development (professional learning community)

Additional 3 credit hour teaching load in lieu of service or professional development could also be utilized.

SAC available for Program Coordination (of a discipline or major project) once workload met. Must meet SAC guidelines. Or teaching load reduction for reassignment for administrative component.

Tenure-Track/Tenured Faculty Workload expectations

15/15 workload (100%)

70-80% teaching load

20-30% weighted service and PD (consistent with Tenure and Promotion campus guidelines).

SAC for administrative duties or reassignment of teaching load consistent with administrative assignment.

Science

Lecture Track (full-time) Faculty Workload Expectation (per semester)

15/15 workload (100%)

Teaching Load is 75% (10 credit hour teaching load equivalence minimum). 1 credit hour labs that have double contact hour requirements count as 2 credit hours in teaching load equivalence. 1 credit hour labs that are equivalent to one contact hour have 1 credit hour load equivalence.

25% workload is distributed to service/professional development and teaching reassignment of equivalence of 5-7 hours to other agreed upon duties (i.e., Tutoring in discipline, grant management, Program Coordination, etc.).

Additional 3-4 credit hour teaching load in lieu of service or professional development could also be utilized.

Tenure Track/Tenured (full-time) Faculty Workload Expectation (per semester)

15/15 workload (100%)

Teaching load 75% (10-hour teaching load equivalence). 1 credit hour labs that have double contact hour requirements count as 2 credit hours in teaching load equivalence. 1 credit hour labs that are equivalent to one contact hour have 1 credit hour load equivalence.

25% workload is distributed to service/professional development and teaching reassignment of equivalence of 5 hours to other duties (i.e., Tutoring in discipline, grant management, Program Coordination, etc.)

Computer Technology/Computer Science

Tenure Track/Tenured Faculty Workload Expectations

15/15 workload (100%)

12 credit hour teaching load (80%) per semester

20% weighted service and professional development contribution or course reassignment. Additional 3 credit hour teaching load in lieu of service or professional development

Alternative Time Assignment/Course Reassignment/Release Time/Substitution

These terms refer to a reassignment/release/or alternative assignment for a faculty member's course/workload to perform a defined service to the college/University. The scope of the assignment (which can serve as course reassignment or weighted service/PD assignment) should be equivalent to percentage of workload it is accounting for and an agreed upon arrangement between the faculty member, the Chair, and the Dean.

Operational Definitions of Teaching, Service, and Scholarship Expectations

Teaching responsibilities (aspects of instruction of students, which extends outside of the classroom). Includes but is not limited to:

- Instruction
- Course preparation
- Curriculum development and maintenance and revision
- Office hours
- Evaluation of SLOs/assessment
- Regular Grading throughout the semester and Final grades
- Providing student support (i.e., letters of recommendation for students, advising, mentoring)
- Developing individualized approaches to learning
- Maintaining discipline specific best practices and culturally relevant pedagogy

Service Responsibilities (serving on college committees or priorities is a part of the faculty member's professional responsibility. Service supports the functioning of the department, institution, and academic discipline or academic community more broadly):

- Shared governance
- Departmental, campus, and statewide committees
- Department meetings (expected of all full-time faculty members)

- Recruitment activities/outreach activities
- Conferences (presenting and attending)
- Job placement advisement/support
- Student groups/clubs

Scholarship/Professional Development Workload Expectations/Policies:

All full-time faculty are expected to remain current in their fields and to pursue ongoing professional development. Where possible, and prior approved, the college will provide financial support for this professional development. UNM- Taos supports efforts of faculty toward professional growth. Examples include but are not limited to:

- Research
- Creative works
- Publication
- Community Based Scholarship
- Pedagogical Research
- Development and sharing of creative works
- Exhibitions
- Grant writing/Grant management
- Mentoring student research
- Conference presentations and panel participation
- Professional membership organization

Our Campus Commitment to Guided Pathways

Drawing on nationally recognized and research-based practices, such as Guided Pathways, UNM-Taos is committed to academic excellence, which starts with professionals who advise, instruct, and support students in achieving their educational and career goals. In this way, our campus promotes an environment of learning, encourages a growth mindset, and prioritizes continuous improvement both inside the classroom and outside the classroom with a commitment to mentorship and professional development opportunities for our faculty and staff. UNM-Taos professionals draw on high impact practices that increase inclusion and equity such as culturally relevant pedagogy, teaching to learn, and creating a sense of community and belonging college-wide.

What makes UNM-Taos special is our shared commitment to student engagement, learning, and success as defined by each student, whether that is transferring to four-year programs, entering the workforce, gaining new skills to change career paths, or personal enrichment. UNM-Taos provides academic and social supports and wrap around services to promote equitable outcomes for our students.