

## UNM-Valencia Faculty Workload Policy

*\*effective as of spring semester 2023*

In accordance with the Collective Bargaining Agreement (CBA) between the University of New Mexico (UNM) and United Academics – UNM, Unit 1 (hereinafter known as the 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-Valencia. All continuing faculty are expected to meet their contractual obligations as defined in this policy.

As a branch community college within the University of New Mexico system, UNM-Valencia serves its service region by providing transfer and career technical education programs.

There are general workload expectations below, but we note two special exceptions to the general rules first:

- Library faculty do not have a similar teaching load to faculty who have classroom instruction as their primary role, as their workload breakdown consists of professional activities, and service and scholarly work (see below).
- As per Section D, Subsection 3a (Faculty Requirements), of the New Mexico Board of Nursing Guidelines for Nursing Educational Programs, Nursing faculty workload “shall be calculated by teaching clock/contact hour” (see below).

### **Workload Breakdown for Library Faculty at 1.0 FTE**

<b>Area of Responsibility</b>	<b>Expectations</b>	<b>% of Effort</b>
Professional Activities	Activities carried out in day-to-day work, such as public and reference services, instructional services, and administration/management	60
Service	Work to include serving on/leading committees and professional organizations	20
Scholarly Work	Work to include conducting research, providing professional expertise to the campus community.	20

*\*Because the librarians of faculty rank do not have a regular teaching workload, their workload breakdown includes Professional Activities, Service and Scholarly Work.*

**Workload Breakdown for Nursing Faculty at 1.0 FTE**

Since nursing uses clock hours, per the NM Board of Nursing Guidelines, workload is specified by using clock hours. As seen in the table below, 100% of a full-time appointment equates to 28 clock hours per week. Service is considered departmental meetings, campus faculty meetings and other committee meetings as assigned. Scholarship includes research, writing white papers and other scholarly publications, and attending or presenting at conferences.

<b>Area of Responsibility</b>	<b>Expectations</b>	<b>% of Effort</b>	<b>Clock Hours</b>
Teaching	21 clock hours per week (see below)	75	21/week
Service/Administrative Work	Departmental meetings, campus faculty meetings and other committee meetings as assigned. Service might be administrative in nature and include a course reassignment(s) (see below)	15	4/week
Professional Development/Scholarly Work	A combination of professional development and scholarly work, which could include research, writing white papers and other scholarly publications, and attending or presenting at conferences.	10	3/week

**Workload Breakdown for Non-Nursing Tenure-Track Faculty at 1.0 FTE**

<b>Area of Responsibility</b>	<b>Expectations</b>	<b>% of Effort</b>
Teaching	27 credit hours per academic year (typically 15 in fall and 12 in spring, although faculty may choose, in consultation with their division chair, which semester is 12 and which is 15) (see below)	72
Service/Administrative Work	Service can include a variety of types of responsibilities, which might be administrative in nature and include a course reassignment(s) (see below)	14
Professional Development/Scholarly Work	A combination of academic and professional work, which can differ in scope depending on rank and title. For example, publication is only required for those tenure-track faculty applying for promotion from associate professor to full professor.	14

**Workload Breakdown for Non-Nursing Lecturers at 1.0 FTE**

<b>Area of Responsibility</b>	<b>Expectations</b>	<b>% of Effort</b>
Teaching	27 credit hours per academic year (typically 15 in fall and 12 in spring, although faculty may choose, in consultation with their division chair, which semester is 12 and which is 15) (see below)	72
Service/Administrative Work	Service can include a variety of types of responsibilities, which might be administrative in nature and include a course reassignment(s) (see below)	18
Professional Development/Scholarly Work	A combination of academic and professional work, which can differ in scope depending on rank and title. For example, publication is not required for Lecturer promotion.	10

## **Workload Categories**

### **Teaching:**

Because UNM-Valencia has teaching as its primary mission, this category represents the largest share of the workload breakdown. As per the 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 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; 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 of and preparation for online courses.”

At UNM-Valencia, basic requirements and expectations of tenure-track, tenured, and lecturer faculty members include, but are not limited to:

- Teach assigned courses (27 credit hours for the academic year, with one semester at 15 and one at 12 for fall and spring; faculty member may choose which semester contains 15 credit hours and which contains 12). The teaching load expectations for Nursing faculty follow the requirements given in the Workload Breakdown for Nursing Faculty (see above).
- Maintain office hours (to be posted on faculty member’s office door and in the online course management system, with a copy available in the Academic Affairs Office; one hour per every three credit hours of courses taught per week required)
- Have teaching evaluated (each academic year, the UNM-Valencia annual faculty evaluation process requires both a peer and supervisor evaluation of teaching)
- Prepare a syllabus for each course section (to be also kept on file in the UNM-Valencia Academic Affairs Office)
- Take attendance
- Select and order textbooks
- Keep up with pertinent information (via emails or other postings from the Chancellor, Dean of Instruction, Provost, etc.)
- Adhere to policies and procedures (as found in the UNM Faculty Handbook, the UNM-Valencia Faculty Handbook, the UNM-Valencia Instructional Council Manual, etc.)

**Service:**

As per the 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 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.”

At UNM-Valencia, service opportunities include, but are not limited to:

- Serving on at least two UNM-Valencia committees during the academic year (can include a committee of the Faculty Senate at UNM-Albuquerque)
- Serving in an administrative capacity, such as division chair or program coordinator (would normally include course reassignment and/or a Special Administrative Component; see below)
- Serving as an officer for the UNM-Valencia Faculty Assembly (or a representative to the Faculty Senate at UNM-Albuquerque)
- Serving as an advisor to a student group/club/organization
- Active professional organization participation

**Course Reassignment for Administrative Service:**

There are several course reassignment options for faculty who are reassigned to other duties, and thus do not teach the full 27 credit hours per academic year (fall and spring semesters). The teaching load expectations for Nursing faculty follow the requirements given in the Workload Breakdown for Nursing Faculty (see above):

- Administrative or service work
  - Division chairs receive 9 credit hours of reassigned time per semester (equivalent of three 3-credit hour courses)

- Writing Center Director and Teaching and Learning Center Director receive 9 credit hours of reassigned time per semester (equivalent of three 3-credit hour courses)
- Undergraduate Research Coordinator receives 8 credit hours of reassigned time per semester (equivalent of two 4-credit hour courses; typically science lecture plus lab)
- Faculty activity coordinators for federal Title III or V grants (when applicable) receive 3 credit hours of reassigned time per semester (equivalent of one 3-credit hour course)
- Program coordinators receive 3 credit hours of reassigned time per semester (equivalent of one 3-credit hour course)
- Faculty Assembly president receives 3 credit hours of reassigned time per semester (equivalent of one 3-credit hour course)
- Chair of Teaching and Learning Assessment Committee receives 3 credit hours of reassigned time per semester (equivalent of one 3-credit hour course)
- Chair of Faculty Online Teaching and Review Committee receives 3 credit hours of reassigned time per semester (equivalent of one 3-credit hour course)

### **Professional Development/Scholarly Work:**

As per the CBA-1:

“Scholarly work 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 (PI) duties; mentoring of research students; and conference presentations/panels.”

At UNM-Valencia, opportunities for scholarly work include, but are not limited to:

- Conference attendance and presentations
- Continuing education
- Artistic exhibition
- Publications (necessary for promotion to full professor)
- Grant writing/PI duties
- Undergraduate research leadership/mentorship

### **Additional Workload Policies and Procedures and Mitigating Factors**

Tenure-Track faculty and lecturers will be compensated for teaching overload assignments on the same basis as that of the current adjunct faculty salaries. A teaching overload assignment could consist of 1, 2, or 3 credit hours, as an individual course or any credit hours over the 15 or 12 credit hours (depending on the semester) of a standard teaching load, specified above.

Science labs are classified as a 3-credit hour load, either as part of the faculty member's normal load or as an overload. Art Studio courses are classified as a 4-credit hour load, either as part of the faculty member's normal load or as an overload.

Division Chairs will annually review and approve the individual academic workload expectations of each bargaining unit 1 member to align with the workload policy and the needs of the division and campus, in consultation with the Dean of Instruction. The Dean of Instruction will maintain record of all bargaining unit 1 member's workload assignments for review each year with Division Chairs. All changes to faculty workload, including course reassigned time, will be approved by the Division Chair and the Dean of Instruction.

Dean/Chancellor Approved: 1/9/2023

Provost Approved: 1/13/2023