

Department of Mathematics

Workload Policy

Approved by Department on August 25, 2022

General Considerations: Departmental workload assignments are governed by University Rule 3359-20-03.2. Workload includes teaching, research/creative activity, and service performed by the tenured and tenure-track faculty. Our goal is 16.8-19.2 credits per academic year in teaching per tenured and tenure-track faculty member. The Chair is responsible for assigning individual faculty assignments such that the overall unit workload distribution falls within the range specified, unless unit needs dictate otherwise. Variance from the Department's workload allocation needs the approval of the Dean.

Individual workload assignments are provided in writing to the faculty by the Chair on an annual basis. Those assignments are based on the teaching needs of the unit, research productivity of the faculty and necessary service expectations for the upcoming year. Actual workload assignments in any given year are subject to change based on enrollments, the needs of the unit or other unforeseen circumstances that warrant a change. Any such changes will be discussed with the affected faculty member and approved by the Dean. All individual workload assignments will be distributed to the entire Department annually.

Teaching Load: Faculty members are expected to teach at least 6 credits every semester (except under special circumstances, as approved by the Chair, and excluding summers or when on leave) regardless of their research, service, or other academic obligations. Course-related functions such as class preparation, grading, office hours and student communications are included in teaching. Load is assigned for teaching of classes and related activities using the following guidelines:

1. One load credit is assigned per credit for lecture, seminar or colloquia classes taught by that faculty member, assuming each credit denotes one 50-minute lecture per week for 16 weeks.
2. Courses taught voluntarily by faculty (e.g. low enrollment courses that are not associated with teach-out plans for suspended programs, reading courses, etc.), if approved by the Dean, as well as credit-bearing honors or thesis research courses, will be assigned load credits according to the small class formula: 1/12 load credits per student per course credit hour for undergraduate courses, and 1/10 load credits per student per course credit hour for graduate courses.
3. Most course sections without instructional support (such as graduate assistants) are normally capped at 35 students, with specialty courses usually having a cap of 30. Enrollments may exceed the course cap with the permission of the instructor, and additional load may be assigned based on the following multipliers:
 - a. 1-10 additional students: 1.25 times the base load credit.
 - b. More than 10 additional students: 1.5 times the base load credit.
4. Additional teaching load credits may be granted for special circumstances if approved by the Dean.

Research Load: To be considered for research load credit, a faculty member must submit a research proposal outlining a list of projects that the faculty member plans to undertake during the coming

academic year and reporting the faculty member's scholarly achievements for the prior three (3) years. Unless warranted by special circumstances (for example, if a faculty member has been inactive in research due to a heavy teaching load but has submitted a plan to re-engage in research activities), the faculty member's scholarly achievements for the prior three (3) years is the most important determining factor in evaluating the proposal.

Faculty members will accrue points for scholarly achievements according to Table 1 below. Scholarly achievements under consideration include, in order of decreasing importance, external grant awards, books, published refereed journal articles, book chapters, refereed conference proceedings, and presentations at conferences and seminars. Other pertinent achievements such as commercialization of professionally relevant products, e.g., software, may be considered on an ad hoc basis.

A maximum of twelve (12) research load credits per academic year may be assigned to a faculty member. The guiding principle in awarding research load credits is that the individuals with higher total point values will be awarded more research load credits than those with lower total point values.

Service Load: Tenure track faculty members are expected to attend faculty and CBA-directed meetings, writing letters of recommendation, attend commencement, provide information for accreditation and other reports, and serve on any departmental or higher committees that meet in aggregate less than 4 hours per month. Service load may be assigned based on the following guidelines:

1. Load credits assigned from outside the Department (e.g., Faculty Senate, AAUP, ad hoc positions appointed by the administration) will be honored independently from the calculations below.
2. The benchmark is that 1 load credit equates to 50 hours of service time (based on 40-hour work weeks in a 16-week semester, divided by 12 total load credits: $40 \times 16 / 12 = 53.3$).
3. Activities with a recognized high time commitment may be granted specific load credit. Such activities include, but are not limited to
 - a. BCC representative: 1 load credit per academic year.
 - b. Departmental administrative positions (e.g., Associate Chair, Undergraduate/Graduate Coordinator): load credits will be granted as commensurate with the duties.
4. Other service activities, including non-credit-bearing supervision of student research, may be considered for load assignment, with each 25-hour aggregation of service time equating to 0.5 load credits. The determination of the time commitment for each activity will be made by the Chair in consultation with the faculty member, based on the experiences of those who have recently served in the same or a similar capacity.
5. A maximum of 4 service load credits may be assigned to a faculty member during an academic year, excluding any load credits assigned from outside the Department, except under special circumstances, as approved by the Chair and the Dean.

When available load credits for research and service activities for the entire department are limited, the target is to allocate at least 70% of the non-teaching load credits to research activities after the departmental administrative load credits are assigned.

Table 1. Research Scholarly Achievements Points

Scholarly Achievement	Points
<i>Presentations:</i>	
Contributed	0.5
Invited	1
<i>Publications:</i>	
Refereed Journal Publication*	3
Book Chapter	2
Refereed Conference Proceedings	1
Book (total)	5
<i>When the contract is signed</i>	2
<i>When the book is completed</i>	3
<i>Grants:</i>	
Internal Faculty Research Grant or Conference Organization Grant	3
Travel Grant	1-2
External Research Proposal Funded	3 + 3.5 times (total UA dollars)/\$100K (assigned each semester that the grant is active)
External Research Proposal Unfunded	3

* The following multiplier will be used based on the ISI Web of Science journal impact factor:

Journal Impact Factor	Multiplier	Points when paper appears in print
<1.0	1	3
1.0-1.5	1.25	3.75
>1.5	1.5	4.5

Because single-authored refereed journal publications can involve significantly more effort by an individual than multiple-authored publications, each such publication may have up to 1.5 additional points added to its total point value, based on the quality of the publication, at the discretion of the chair based on consultation with the faculty member.