



The University of Akron
Buchtel College of Arts and Sciences

Date: September 7, 2022

TO: Provost Wiencek

FROM: Dean McKinney

SUBJECT: Unit Level Workload Policy

The attached guidelines were approved by the faculty in the Department Anthropology on 9/2/2022.

I approve these guidelines and criteria.

If you concur, we ask that you also approve the guidelines and criteria.

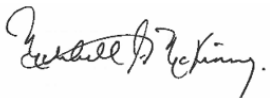


Department Chair

9/7/2022

Date

9/14/2022



Dean Buchtel College of Arts & Sciences

Date

Exec VP & Chief Admin Officer

Date

Department of Anthropology Workload Policy

Draft discussed at the meeting of 8/26/22; Circulated to faculty 8/31/22; Modified by faculty 9/2/22

Mission:

Anthropology is the holistic study of human diversity and the application of that knowledge to help people of different backgrounds better understand one another. Anthropologists study all that encompasses being human — how we evolved, how we adapt, and how we live.

The primary *teaching* mission of the Department of Anthropology is to graduate students who are well equipped as critical thinkers, readers, and writers to participate in the globalizing world. Specifically, we seek to provide a rigorous and robust education in the holistic study of human diversity.

The primary *research* mission of the Department of Anthropology is to support faculty as they conduct active research and contribute to scholarly exchange and knowledge development in their respective subfields (archaeology, cultural anthropology, and biological anthropology). The department recognizes the synergetic relationship between academic research and teaching. This recognition is realized in our commitment to experiential learning and undergraduate research. New students are introduced to the methods of cross-cultural comparison and experiment with a wide array of tools to identify and analyze patterns of cultural and biological variation and their causes. Advanced students learn to design and undertake original field-based research in the departmental subfields.

General Considerations: The Department of Anthropology maintains an active Baccalaureate program offering the BA degree in Anthropology, an Interdisciplinary Anthropology minor, and the Field Certificate in Archaeology. The department is also an integral partner in offering the Interdisciplinary Applied Research Methods Certificate. General definitions and common policy features underlying the Department of Anthropology workload policy are governed University Rule 3359-20-03.2. The following workload policy is intended to serve as an equitable and transparent set of unit-level guidelines for the unit Chair to assign workload among the full-time Anthropology faculty, subject to the review and approval of the Buchtel College of Arts and Sciences (BCAS) Dean.

As a baccalaureate degree-granting program and according to the University Rule, the unit-level teaching load will fall within the 70-80% range with an average goal of 16.8-19.2 credit hours per academic year for tenured and tenure-track faculty members beginning in the 2023-2024 academic year. The remaining 20-30% or workload is devoted to scholarly research/creative activities and basic service.

Workload assignments are developed on an annual basis in consultation/conversation with each individual faculty member. Individual workload assignments are the responsibility of the unit chair and are provided in writing to each tenured and tenure-track faculty on an annual basis. Workload assignments are based on the teaching needs of the unit, the research productivity of the faculty, and the necessary service expectations for the coming 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(s) with the review and approval of the Dean.

Teaching Load: Tenured and tenure-track faculty are expected to teach every semester (excluding summers and when on approved leave) regardless of their research, service, or other academic obligations. As noted above, the goal for units that maintain baccalaureate programs is to be within the 70-80% range (i.e., 16.8-19.2 credit hours per AY). The unit Chair is responsible for assigning individual faculty teaching load. Teaching load is assigned for activities for which students are receiving academic credit. The following items may be counted as part of the unit average:

- One load hour is assigned per credit for **lecture classes, seminar or colloquia**, assuming each credit denotes the equivalent of one 50-minute lecture/class meeting per week for 15 weeks.
- **Independent Study:** One independent study per year is considered to be included as part of a

faculty member's regular teaching load. If more than one independent study is taught, the small class formula will be used to determine load (provided that the student earns academic credit).

- **Honors Theses:** Serving as the chair/advisor of one honors thesis committee per year is considered to be included as part of a faculty member's regular teaching load. If more than one honors thesis is advised, the small class formula will be used to determine load (provided that the student earns academic credit).

Teaching Outside the Department/Team Teaching: Faculty members who wish to teach outside the Department of Anthropology (e.g., in the Honors College or the EXL Center) or team teach with a colleague in another academic unit must secure approval from the unit Chair in advance if the class is to be counted as part of the teaching load. In the determination of teaching loads, the needs of the Department of Anthropology take priority, although every effort will be made to accommodate the needs of other programs in which Anthropology faculty may request to teach.

Teaching Overloads: The Department of Anthropology discourages faculty from taking on regular academic year overload assignments. On rare occasions, emergency overloads may be authorized by the unit Chair with the advance approval of the BCAS Dean. It is also possible that, by mutual agreement of the unit Chair and the faculty member, an overload in one semester may be balanced by a reduction in another, provided that the total load for the academic year does not exceed 24 load hours.

Research/Scholarly Activity: The Department of Anthropology values original research in social science, interdisciplinary research, community-engaged research, and the scholarship of teaching and learning. A commitment to research demands creating and maintaining an open, supportive, intellectual culture in which faculty and students are free to explore questions and issues in social science through a range of research methods/practices, and to disseminate the results of this activity within and beyond the academic community.

A general, but not exhaustive, list of research activities warranting load includes presenting papers at professional conferences, writing scholarly articles, books, and book chapters, editing books or serving as a journal editor, and submitting grant proposals.

Research Load: As a Baccalaureate degree-granting department, tenured and tenure-track faculty in the Department of Anthropology may be assigned up to 3 research load hours based on the Chair's evaluation of each faculty member's prior three years of research productivity (as reported on merit forms), the maintenance of Graduate Faculty II status, and the faculty member's written research proposal.

Service Load: As long as the unit's average teaching load is within the required range specified by our mission (i.e., 16.8-19.2 hours), the Chair is strongly encouraged to assign each tenured and tenure-track faculty member in the unit at least **1 load hour** per year for fulfilling expected service activities and supporting the culture of the department. These are: attending department faculty meetings, attending student-focused events as one's teaching schedule permits, writing letters of recommendations for students, and participation in graduation ceremonies as requested.

When possible, the unit Chair is strongly encouraged to assign up to 2 additional load hours of service for specific tasks necessary to help assure the full functioning and sustainability of the department, college, and university, as well as for service to professional and community agencies and organizations. A general, but not exhaustive, list of service activities warranting load additional to the above include:

(1) Departmental leadership related to priority areas identified by the faculty and unit Chair as being consistent with the unit's mission, e.g., Academic Advising, Anthropology Club, Akron-AAUP, RTP, Scholarship Committee, Website/Social Media Coordinator, attending departmental workshops, participation in recruitment events, lab management, participation in educational and programmatic assessment processes, including graduating senior exit interviews, and curriculum development through the CPS, work with the chair to ensure needed rotation of courses, work with the chair to coordinate student recruitment/visitation/social events, serve on the Ohio Department of Education TAG Anthropology Committee;

(2) Membership on college/university committees, e.g., BCC, Akron University Press, Faculty Senate, Faculty Research Committee or other department/college/university committees related to research, Faculty Advisor of other student groups/clubs, IRB, EXL Center, Pre-Health, Global Studies, HLC review;

(3) Leadership positions serving professional associations and community organizations consistent with the unit's mission, e.g., performing peer reviews, serving as an officer in professional organizations, serving on graduate (MA and PhD) thesis/dissertation committees for students enrolled at other universities, serving as liaisons with community organizations.

On occasion extraordinary levels of service activity (e.g., Program Review) may also warrant additional and specific load credit above the 3 credits noted above, as deemed appropriate by the unit Chair and with the approval of the BCAS Dean.