



The University of Akron
Buchtel College of Arts and Sciences

Date: August 17, 2022

TO: Provost Wiencek

FROM: Dean McKinney

SUBJECT: Unit Level Workload Policy

The attached guidelines were approved by the faculty in the Department of Biology on October 22, 2019.

I approve these guidelines and criteria.

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

H. C. Wiencek

Department Chair

August 17, 2022_____

Date

Richard P. King

Dean Buchtel College of Arts & Sciences

August 19, 2022_____

Date

Exec VP & Chief Admin Officer

Date

Biology Workload Policy – October, 2019

The Department of Biology maintains baccalaureate and master's degree programs along with the Integrated Bioscience PhD program. There are six categories of teaching load for tenure track faculty: 6-7 credits, 8-10 credits, 11-12 credits, 13 -14 credits, 15-18 credits and 19 -21 credits. The latter category is for faculty that no longer have a research program of any kind. Load is determined yearly and excess load from the previous year cannot be carried over. Each faculty member will teach a minimum of one course each semester unless he or she has paid release time and/or permission of the Department Chair and Dean.

The mission of the Biology Department is a BS/MS/PhD department and the Board Rule states that total teaching effort should have a norm of 50-60% of the total departmental workload.

The Ohio Board of Regents requires 24 credits a year. Merit percentages are determined by dividing required teaching credits by 24.

The unit Chair/Director is responsible for apportioning individual faculty assignments such that the overall unit workload distribution falls within the range specified. Such assignments will use the below categories to prioritize the amount of teaching load assigned.

6-7 credit Category

FUNDING: \$90,000 per year or \$180,000 last two years

PUBLICATIONS: 10 in preceding 4 years

MERIT (Teaching/Research/Service): 30/60/10

8-10 credit Category

FUNDING: \$45,000 per year or \$90,000 last two years

PUBLICATIONS: 8 in preceding 4 years

MERIT (T/R/S): 45/45/10

11-12 credit Category

FUNDING: \$20,000 or more than \$30,000 in last two years

PUBLICATIONS: 6 in preceding 4 years

OR

FUNDING: none required

PUBLICATIONS (+proposals): 12 in preceding 4 years

MERIT (T/R/S): 50/40/10

13-14 credit Category

FUNDING: none required

PUBLICATIONS: 4 in preceding 4 years

MERIT (T/R/S): 60/30/10

15-18 credit Category

FUNDING: none required

PUBLICATIONS: none required

Biology Workload Policy – October, 2019

OTHER: Evidence of research activity required; a publication in previous 2 years will reduce load by 2 credits

MERIT (T/R/S): 75/15/10

19-21 credit Category

FUNDING: none required

PUBLICATIONS: none required

MERIT (T/R/S): 90/0/10

All research monies listed are total costs. Travel grants, matching funds, and required cost share are excluded from this category. The funded grant must be from outside of the University of Akron. Funding calculations for grants with multiple PI or co-PI's apportion funding to each faculty member in proportion to the funding allotted to each PI on these grants.

When a qualifying grant(s) is(are) funded, the faculty member will inform the Department Chair, in writing, with the grant details and courses proposed to be taught by the faculty member over the next year. The Chair and faculty member will then discuss the courses in the current class schedule that are proposed to not be taught. The new teaching load will start the first semester following the beginning of funding for which the class schedule has not been open for student registration.

Workload Oversight

In the beginning of the Spring semester, every faculty member will meet with the department chair to present a written proposal for the following year's workload. This proposal will outline research productivity over the previous four years and current research funding levels.

Additionally, the proposal will outline how the faculty member's activities of the current academic year met (or did not meet) the department workload policy. Any exceptional circumstances that affect a faculty members teaching load will be evaluated at this time. During this meeting, both research goals and classes to be taught over the next year will be discussed.

If an unforeseen reduction in teaching load occurs (e.g., cancellation of a course), the affected faculty member will be given another class if possible or have the next semester in which to make up the deficit. Any make-up hours cannot be used to meet the load requirements for the following year's load. At the end of this period, if the deficit has not been made up by an increase in subsequent load equal to the deficit, the faculty member's merit points for teaching will be reduced by 0.2 for every hour below their qualified load. Two consecutive years of not meeting qualified teaching load will result in a merit score of not satisfactory and remove the faculty member from raise consideration that year. Summer teaching may be shifted to faculty meeting their teaching load requirements and away from faculty not meeting required load.

Appendix

Grant funding

A grant specifically for graduate student support (Fellowship, Doctoral Dissertation Improvement, etc) will count for the faculty member who secured such a grant.

For grants with multiple departments and/or centers, the Biology faculty member's grant amount should be reflective of the portion of the total budget that they have administrative control over.

A no cost extension does not extend the teaching load release time for a funded grant.

Publications

Publications refer to peer-reviewed publications in scientific journals or edited books. Publications are counted for the 4 previous calendar years. Publications must meet the same requirements (and are counted) as defined in the department and university RTP guidelines.

Publication equivalents

Publication equivalents cannot exceed 1/3 of total in any 4 year period. Excess publication equivalents cannot be carried over.

- NIH or NSF grant proposals as PI or co-PI counts as 1 publication in the year submitted.
- Grant proposals as PI or co-PI to national or state agencies other than NSF or NIH will count as 1 publication in the year submitted.

Teaching Credits

The faculty member's load for a course will reflect the stated class load with the following exceptions:

- Lab load is assigned as follows. This applies to any regularly scheduled lab times (for-credit or not; both computer-based and laboratory-based).
 - Faculty fully responsible for lab prep, tear down, instruction during entire lab and lab assignment/exam grading: Faculty assigned 1 teaching load hour for every 50 minutes in the lab.
 - TAs prep and tear down, conduct lab, grade lab: Partial teaching credit (usually 1 load hour) given to faculty member if coordinating lab(s); otherwise no teaching load credit assigned to faculty member (e.g., for labs with a staff lab coordinator overseeing TA's and lab setup).
 - Combination of above (usually upper-level labs with some TA involvement): Generally 1 load hour per 50 minutes in lab with load split between TA and faculty member (from 0-6 load hours per lab course). Load and load split depend on set-up and tear-down requirements, length of lab, requirements to be present during entire lab for safety or instructional purposes and instructional assistance necessary to conduct lab.
 - When lab courses exceed 4 sections, multiple teaching assistants and/or a staff laboratory coordinator may be assigned to the lab course in order to assist the faculty member in the logistics of running a large, complex lab. The faculty member, however, may still need to maintain a physical presence in the lab for reasons of safety/pedagogy/rigor. In that case, the load hours assigned to the faculty member for the lab will follow the general rule of 1

load hour per 50 minutes of student contact in the lab. The Chair will ask for a general accounting of student-contact lab hours spent by the faculty member per week.

- Large classes will have their load credits increased in the following ways:
 - 51-100 students = +0.5 credits
 - 101-150 students = +0.75 credits
 - 151 or more students = +1.0 credits
- Lab or class credit for teaching load can be modified according to special circumstances on agreement of faculty member, Department Chair and Dean
- Biological problems, Master's thesis and dissertation credits will be assigned as teaching load to the faculty supervising these credits. The load calculation for these credits will use the small class formula: 0.10 credits per credit hour taken per graduate student and 0.083 credits per credit hour taken per undergraduate student.

Administrative Load

- Course coordinators for the large multi-section courses (Natural Science, A&P and Micro 130, and Principles) will receive 1 administrative credit per year.
- Faculty involved in undergraduate advising will receive 0-2 administrative load credits per semester determined with consultation with the department chair. Credit will reflect amount of time spent in advising activities.

Service Load

The following department activities may count towards the faculty service load. The total of these service equivalent credits cannot exceed 4 credits in any year. Excess service load cannot be carried over.

- An NIH proposal not triaged and not funded will count as 1 credit for amended proposal submission
- PhD students on passing qualifying exams = 1 credit (Advisor only)
- PhD student on graduation = 1 credit (Advisor only)
- MS student on graduation = 1 credit (Advisor only)
- Honor's project = 0.25 credit when project submitted (Advisor only)
- Department/University Committee Chair 0.0-0.50 credit/year
- The first time a class is taught the faculty can receive up to an additional 1 credit to reflect additional preparation time.

Switching between categories

If a faculty member drops by >1 teaching load category in a single year, they will have an intervening year period in which to implement the higher teaching load. For this intervening year, the load will be $\frac{1}{2}$ of the new load hours plus $\frac{1}{2}$ of the old load hours. Any fractional class credit will be rounded to a whole number.