



The University of Akron
Buchtel College of Arts and Sciences

Date: 9/9/22

TO: Provost Wiencek

FROM: Dean McKinney

SUBJECT: Unit Level Workload Policy

The attached guidelines were approved by the faculty in the Department of Chemistry on 9/9/22.

I approve these guidelines and criteria.

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

9/9/22

Department Chair

Date

9/14/2022

Dean Buchtel College of Arts & Sciences

Date

Exec VP & Chief Admin Officer

Date

Department of Chemistry

Workload Policy as of 9/12/2022

General Guidelines: The Department of Chemistry workload assignments are governed by University Rule 3359-20-03.2. Workload includes three categories of activity, teaching, research, and service. The chemistry department standard for full-time faculty on nine-month contracts is **24 load credits per academic year** (c.f. UR 3359-20-03.2(B)(3)). The appropriate division of workload expectation for the unit as a whole is determined by the Dean in consultation with the senior vice president, provost and chief operating officer based on the overall activity of the degree programs offered. The Department of Chemistry offers bachelors, masters, and PhD programs and is thus classified as a comprehensive PhD unit. The current recommended goal for the Department of Chemistry is an average that should occur in the range between 12-14 load hours in teaching per tenured and tenure-track faculty member.

The unit Chair/Director is responsible for assigning individual faculty assignments such that the overall unit workload distribution falls within the range specified unless unit needs dictate otherwise. Specific assignments are based on the teaching needs of the unit, the research productivity of the faculty and the 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. Any such changes will be discussed by the chair and affected faculty member under advisement of the Dean.

Teaching Load: Faculty members are expected to teach every semester (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 for a particular activity. Teaching load is assigned for lecture classes, seminars, colloquia, thesis supervision, and laboratory courses using the following guidelines.

- Regular Courses
 - One teaching load hour is assigned per credit hour for lecture, assuming each credit denotes one 50-minute lecture per week for the semester.
 - For large classes, student enrollment between 51-100 will add 0.5 teaching load hours; 101-150 will add 0.75 teaching load hours; and any class over 150 will add 1.0 teaching load hours.
 - For team-taught courses, the credit hour to load hour conversion shall be pro-rated between instructors, such that the total teaching load credit equals the course credit hour
- Laboratory Courses
 - In laboratory courses in which the faculty member has full responsibility for instruction and is expected to be in attendance during the lab, the faculty member will receive one teaching load hour for every semester hour of contact time load including classroom time.
 - Chemistry for Everyone (CHEM:101)
 - For Laboratory courses that require significant interaction with students and instrumentation maintenance and repair, the faculty member will receive additional teaching load hours as indicated below. This load is based on a combination of lab lecture

time, pro-rated direct supervision of student laboratory activities, overseeing safe lab operation, grading, and proper use of lab equipment.

- Advanced Laboratory I, II, & III (CHEM:380, 381, & 480) – 3 load hours
- Organic Laboratory I & II (CHEM:265 & 266) – 2 load hours
- Biochemistry Laboratory (CHEM:370) – 3 load hours
- For laboratory courses in which the faculty only plays a supervisory role and has limited contact with students the faculty member will receive no teaching load.
 - Principles of Chemistry I Laboratory (CHEM:152)
 - Qualitative Analysis (CHEM:154)
 - Intro Gen Org & Biochem I, II Labs CHEM:111, 113)
- Undergraduate Student Research Courses
 - The small class formula will dictate the teaching load received for the following courses.
 - Honors Project in Chemistry (CHEM:479)
 - Research Problems in Chemistry (CHEM:499)
- Special courses
 - Departmental Seminar (CHEM:628): 2 teaching load hours per semester shall be awarded to the faculty member responsible organizing the seminar series and ensuring student attendance and participation. The faculty member will be in attendance at all seminars and shall direct the question-and-answer period.
 - Graduate Seminar (CHEM:590): teaching load hours per semester shall be awarded to the faculty member responsible for evaluating the student presentations, approving student topics, organizing the schedule, collecting and evaluating abstracts, sending reminders and coordinating evaluations.
 - Recitation Teaching (CHEM:151, 152): Direct contact with recitation students in KNCL 314 will also count toward teaching load. One hour in recitation will count as one teaching load hour.

Research Load: Faculty may be assigned load hours based on research productivity as reported on merit raise forms or via a planned research agenda approved in advance by the unit leader and Dean. Research load credit can include the following activities

- Externally funded research awards or grants as lead PI or co-investigator
- Grant proposals submitted as lead PI or co-investigator
- Peer-reviewed academic manuscripts as communicating author
- Peer-reviewed academic manuscripts as co-author
- Journal editor or associate editor
- Invited or contributed talk at scientific conference or college/university industry seminar
- Grant proposal reviewer for major funding agency
- Chairing or organizing symposia at conferences
- Patent disclosure
- Patent awarded

Service Load: Unless otherwise excluded, faculty members are assigned service load hours every semester. This load accounts for attendance at faculty meetings, writing letters of recommendation, providing information for accreditation and other reports and serving on two departmental or higher committees. Additional service load may be assigned based on the demonstrated time commitment expected to perform the service. The load assigned may be determined by the unit leader with approval of the Dean. Examples of additional service load include:

- Master's Degree Advisor (Advises non-research master's degree students on courses and other matters.)
- Director of Freshman Chemistry (Responsible for the overall organization of Freshman Chemistry Including TA assignments for Prin, GOBC, Nursing, and CFE.)
- RTP Committee Chair (Chairs RTP committee meetings, coordinated receipt and review of RTP documents. Writes recommendations for RTP decisions.)
- Graduate Recruitment Committee (Responsible for overall recruiting of graduate students and the selection process)
- Graduate Curriculum Committee (Responsible for managing course requirements and advising on the preparation of new course proposals.)
- Undergraduate Curriculum Committee (Responsible for managing course requirements and advising on the preparation of new course proposals.)
- Chemistry liaison to BCAS for student advising (Responsible for communicating standards to college advisors.)
- Assessment committee chair (Responsible for departmental assessment reports.)
- Faculty Senate
- Buchtel College Council Representative
- Undergraduate Class Advisor
- Honors Class Advisor
- Course Development and Reorganization
- Significant community outreach efforts
- Workshop teaching
- Department web page curation
- Leadership role in external/professional service
- Ad Hoc load hours will be assigned at the discretion of the department chair for committee assignments that require significant efforts in a given semester.