

The College of Engineering and Polymer Science Workload Guidelines

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Version 1.9

Background

The College of Engineering and Polymer Science workload assignments are governed by BOT rule 3359-20-03.2. Workload includes three categories of activity: a) teaching, b) research and c) service.

Workload for full-time faculty on nine-month contracts is 24 load hours per academic year. CEPS offers multiple degree programs including associates, bachelors, masters, and Ph.D. and as such, the targets for teaching per tenured and tenure track faculty will vary across programs. Programs with faculty contributing to one of the three Ph.D. program offerings within CEPS, have a recommended goal that averages 12 to 14 load hours in teaching per tenured and tenure track faculty in an academic year. Faculty contributing to programs with associates and bachelor's degrees have a recommended goal that averages 20 to 21 load hours in teaching per tenured and tenure track faculty in an academic year. Faculty contributing to programs with bachelors and master's degrees have a recommended goal that averages 15 to 17 load hours in teaching per tenured and tenure track faculty in an academic year.

The chair/director is responsible for assigning individual faculty teaching load such that the overall unit workload falls within the range specified unless unit needs dictate otherwise. Specific assignments are based on the teaching needs of the unit/program, the research productivity of the faculty and the service expectations for the upcoming year. Workload assignments in any given year are subject to change based on enrollments, needs of the program/unit, or other unforeseen circumstances. Any such changes will be discussed by the chair/director and affected faculty under advisement of the dean.

Teaching

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 including class preparation, grading, office hours, student communications/meetings and other related tasks are included in the teaching load. Teaching load is assigned for lecture classes, laboratory classes or sections and seminars.

- Lecture

One teaching load hour is assigned per credit hour of lecture, assuming each credit denotes one 50-minute lecture per week for the semester

For large classes, student enrollment between 45 – 135 will be calculated as follows:

$$\text{Load Hours} = \text{Credit Hours} \times \left(1 + \frac{\text{Enrollment} - 45}{90} \right)$$

Note: Multiplier capped at 2.0

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 teaching load hours.

Load credit for CEPS faculty requested to teach in other UA colleges and approved by the chair/director and dean, will be treated as if the course is offered in CEPS.

- **Laboratory**

Courses with laboratory sections are assigned load credit. Workload assigned for laboratories varies across the College due to personnel assigned, meeting times and expectations of the students. Assignment of workload should be consistent across a unit, but in lieu of established practice, the following should be adopted:

In programs without teaching assistants or technicians assigned to assist faculty with the laboratory, load credit will be assigned in a 2:1 ratio, taking 100 minutes/week of laboratory for 15 weeks as the equivalent of 1 load hour. The number of load hours are capped to 1.5 times the credit hours assigned for the course. Load hours are pro-rated based on the number of weeks laboratory sections meet during the semester and the number of faculty instructors assigned.

In programs with teaching assistants or technicians assigned to assist faculty with laboratories, the total number of credit hours for the course equals the assigned load. Consideration is given for class size and number of laboratory sections required. A fifteen-week course with 40 students that meets once per week for lecture but requires 2 laboratory sections may assign 1 load hour for 100 minutes/week of laboratory for that portion of the course.

For courses with both lecture and laboratory components but lack a defined number of credit hours for each, credit hours may be inferred from the amount of time spent in lecture versus in the laboratory.

For laboratory sections of courses in which the faculty only plays a minimal role and has limited contact with students, no load is assigned.

- **Special Research Seminar**

Teaching load hours are assigned to the faculty member responsible for organizing a research seminar series and ensuring student attendance and participation. The faculty member will be in attendance at all seminars. *Up to* two load hours per semester is awarded for weekly seminars. Less frequent seminars have load that is pro-rated based on the number of seminars held during the semester.

- **Teaching Load**

The minimum teaching load for any faculty member is 6 load hours during the academic year unless special circumstances dictate otherwise (PDL, extreme research load....). Teaching loads

less than 6 hours must be approved by the chair/director and dean. The maximum teaching load is 24 hours without approved overload.

Research

Faculty may be assigned research load based on three-year average productivity or in some exceptional cases, a planned research agenda approved in advance by the chair/director and dean. Load hours assigned for research activity are based on scholarly productivity and supervision of theses and dissertations. Generally, one load hour equals about \$14,000 in average research expenditure, but this in and of itself is not sufficient. Research productivity needs to be an average measure over the previous three-year period and include not only research expenditure, but publication rate, number of research assistants supported on external grants, theses and dissertation supervision and proposal writing activity. Merit raise data collected yearly may be used to evaluate scholarly productivity. In percentage of effort, research active faculty may fall into several tracks for *guidance purposes* only:

Nominal workload for research active faculty:

- 50% Teaching, 40% Research and 10% Service.

50% teaching is interpreted to mean 4 courses per academic year, along with research activity that is about average for unit's research active faculty. Highly research active faculty effort may be characterized as:

- 25% Teaching, 65% Research and 10% Service

25% teaching is intended to mean 2 courses per academic year – the minimum allowed unless there are extenuating circumstances. A 65% research effort would be substantially above the productivity of the average research faculty as measured in terms of expenditures, high quality publications and support of graduate students.

Nominal research activity may be characterized by the following:

- 75% Teaching, 15% Research and 10% Service

75% teaching is intended to mean the equivalent of 6 courses per academic year and a 15% research activity substantially less than the department or school average productivity.

Service

It is expected of all faculty to contribute to operations of the Department/School, College and/or University. The minimum expected service load is 3 hours per academic year unless other arrangements are made or become necessary.

