



The University of Akron  
Buchtel College of Arts and Sciences

Date: September 8, 2022

TO: Provost Wiencek

FROM: Dean McKinney

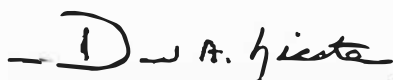
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SUBJECT: Unit Level Workload Policy

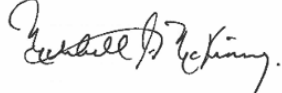
The attached guidelines were approved by the faculty in the Department of Criminal Justice Studies on August 31, 2022.

I approve these guidelines and criteria.

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



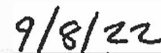
Department Chair



Dean Buchtel College of Arts & Sciences

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Exec VP & Chief Admin Officer



Date

9/14/2022

Date

Date

**Workload Guidelines for Tenured and Tenure-Track Faculty**  
**Department of Criminal Justice Studies**  
**Approved August 31, 2022**

**Overview**

Departmental workload assignments are governed by University Rule 3359-20-03.2. Workload includes teaching, administrative responsibility, research/creative activity, and service performed by tenured and tenure-track faculty. Workload expectation for the unit is determined by the Dean in consultation with the senior vice president, provost and chief operating officer based on the mission of the degree programs offered. Once the dean has established the unit mission, the chair is responsible for assigning workload to ensure the unit teaching average (tenure and tenure-track only) falls within the range required by that mission, using this unit policy to guide decisions.

Individual workload assignments are provided in writing to the tenured and tenure-track faculty by the Chair on an annual basis. Assignments are based on the teaching needs of the unit, research productivity of the tenured and tenure-track faculty, and service expectations for the upcoming year. Workload assignments are subject to change based on enrollment, unit need, or unforeseen circumstances that necessitate change. Changes will be discussed with the impacted tenured and tenure-track faculty members and approved by the Dean.

The mission of the Department of Criminal Justice Studies is based on the highest active degree(s), currently at the BA/BS level. According to University policy, teaching workload for units with a BA/BS level mission is in the 70 – 80 percent range of the total departmental workload. This range is equivalent to 16.8 - 19.2 credit hours of teaching per year. The remaining twenty to thirty percent of total faculty workload is distributed between research/creative activity and service.

**Workload Defined**

Workload is defined as teaching, research and scholarly activity, and service. The standard load for full-time faculty is 24 load hours per academic year. It is recognized that there is some overlap between the three workload components. Service in support of the public good, university, and criminal justice professional and scholarly communities is a valued part of the program mission.

**Teaching Load**

At the BA/BS mission level, the Department of Criminal Justice Studies average teaching load for tenured and tenure-track faculty is in the 70 – 80 percent range of the total departmental workload. This range is equivalent to 16.8 - 19.2 credit hours of teaching per year. Tenured and tenure-track faculty members are expected to teach every semester regardless of their research, service, or other academic obligations (excluding summers or when on leave). Course-related activities such as preparation, grading, office hours and communication with students are included in the teaching load for a particular teaching activity. Load is assigned for the teaching of lecture, online, lab, and independent studies using the following guidelines:

- One load hour is assigned per credit hour for lecture and lab classes assuming each credit denotes the equivalent of one 50-minute lecture or lab per week for 15 weeks.
- Teaching load for independent studies, supervision of honors projects, and supervision of theses will be determined using the standard formula for small classes.
- Special provisions for oversize lecture classes (without teaching assistants):
  - 51-100 students add .5 load hours
  - Greater than 101 students add 1 load hour
- Special provisions for oversize lab courses (i.e., crime analysis computer-based and forensics lab courses):
  - 25-30 students add .5 load hours
  - Greater than 31 students add 1 load hour
- Special provisions for oversize online courses
  - In accordance with best practices for online education, efforts will be made to ensure online courses will have less than 35 students
  - 30-40 students = add .5 load hour
  - Greater than 41 students add 1 load hour
- The Chair will take into consideration the total number of students enrolled in all classes instructed by the tenured or tenure-track faculty member in each semester when assigning workload. Courses with projected lower enrollments (under 25 for a lecture class, under 20 for an online class, under 15 for a lab class) may be assigned to compensate for oversized classes assigned during the same term or allow for additional research and service activities.
- Special provisions for overloads:
  - On rare occasions overloads may be authorized by the Chair with the approval of the Dean. It is possible, by mutual agreement of the Chair and the tenured or tenure-track faculty member, that a temporary overload in one semester may be balanced by a reduction in another, provided that the total load for the academic year remains at the 24-hour norm.

## Research Load

Tenured and tenure-track faculty may be assigned research load hours based on the prior three years of research productivity and a written research activity proposal that is approved in advanced by the Chair and Dean (see Procedures below).

Faculty may be assigned up to 6 load hours for activity in any one of the following areas (either in their previous three years, in their proposal for the coming year, or in a combination of both):

- Production of a book (academic, collection, co-authored, textbook)
- Management of \$10,000 or more in external grant funding
- Production of 2 refereed articles or book chapters
- Faculty may be assigned up to 4 load hours for activity in any one of the following areas (either in their previous three years, in their proposal for the coming year, or in a combination of both):
  - Production of 1 refereed article or book chapter
  - Management of \$5,000 or more in external grant funding

- Production of 2 conference presentations
- Faculty may be assigned up to 2 load hours for activity in any one of the following areas (either in their previous three years, in their proposal for the coming year, or in a combination of both):
  - Management of up to \$4,999 in external grant funding
  - Management of 1 internal grant
  - Production of 1 conference presentation
  - Production of 1 book review

### **Service Load**

Whenever the department's average teaching load for tenured and tenure-track faculty is within the range required by the unit's mission, the chair is strongly encouraged to assign each faculty member at least one service hour per year to account for attendance at faculty and CBA-directed meetings, writing of letters of recommendation, providing information for accreditation (including yearly assessment) and other reports, and serving on two departmental committees that meet less than two hours per month at minimum. Additional service load may be assigned based on the demonstrated time commitment expected to perform vital service, assuming 1 load hour equates to approximately 3.3 hours per week of effort for 16 weeks. The load assigned will be determined by the Chair in consultation with the Dean. The following list of additional service offers an illustrative, but not exhaustive list of categories and types of service Criminal Justice tenured and tenure-track faculty perform that requires large time commitment, with suggested assigned load hours for the Chair's consideration.

#### **Department-Level Activities**

Assistant Chair and Undergraduate Advisor	up to 6 LH per AY
Assessment Coordinator	up to 2 LH per AY
Professional Pathways/Internship Coordinator	up to 2 LH per AY
RTP Chair	up to 2 LH per AY
Search Committee Chair (can be at any level)	up to 2 LH per AY
AAUP Liaison	up to 1 LH per AY
Advisor of a Student Organization	up to 1 LH per AY
Honors Coordinator	up to 1 LH per AY

#### **College-Level Activities**

BCC Chair or Officer (or equivalent)	up to 3 LH per AY
EC Member of AAUP (or equivalent)	up to 3 LH per AY
Academic Conference Coordinator (at UA)	up to 2 LH per AY (split if co-coordinators)
BCC Member	up to 1 LH per AY
College/University Steering Committee Mem	up to 1 LH per AY

#### **Community-Level Activities**

The Department of Criminal Justice Studies places a high value on community engagement, contributing to the public good, and building healthy and intelligent criminal justice organizations. The following activities will receive consideration for up to 6 LH per AY:

- Program, policy, and technology evaluation and analysis

- Providing subject matter expertise to the community
- Participating in action research and community partnership projects that improve Criminal Justice organizations and/or raise awareness of issues of crime and justice in the community

**Note:** This is an incomplete list of all possible research and service activities and will change over time. The Chair may choose to assign other items as equivalent and/or assign different hours based on the teaching needs of the department. This list recognizes the range of research and service activities recognized by the department, and their order of value. The Chair may choose to assign partial load hours to smaller or different research and service activities not represented here.

### **Procedures**

The two-semester workload assignment for the coming academic year will be communicated in an annual workload letter to each individual full-time faculty member by the Chair in May.

The research portion of this workload will be determined based on a written research activity proposal submitted by each faculty member to the Chair by week 8 in the fall semester prior. The Chair will discuss this proposal with each faculty member and make allocation decisions based on the proposal, the previous three years of research productivity, and the ability of the unit to stay within the required range for average teaching load.

The service portion of workload will similarly be determined based on a conversation with each faculty member, the Chair's assessment of the unit's most essential service needs, and the ability of the unit to stay within the required range for average teaching load based on the unit's mission.

Faculty with requests for modification of, or concerns about workload should first address them with the Chair of Criminal Justice Studies. If a faculty member is concerned about a workload assignment and cannot resolve the concern with the Chair, he or she may appeal the assignment to the Office of the Dean. If a faculty member continues to have unresolved concerns after the Dean has decided on the appeal, he or she may speak with the faculty union about options such as seeking guidance from the Labor Management Policy Committee, filing a grievance, or other remedies suggested by the union.