



The University of Akron
Buchtel College of Arts and Sciences

Date: 9/8/22

TO: Provost Wiencek

FROM: Dean McKinney

SUBJECT: Unit Level Workload Policy

The attached guidelines were approved by the faculty in the Department of English on 1 September 2022.

I approve these guidelines and criteria.

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

Department Chair

9/6/22

Date

Dean Buchtel College of Arts & Sciences

9/14/2022

Date

Exec VP & Chief Admin Officer

Date

Department of English at the University of Akron
Workload Policy

Approved by the Department 9/1/22

General Considerations: 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. 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. That distribution is to be provided in writing to the unit leader. The unit Chair is responsible for assigning individual tenured and tenure-track faculty assignments such that the overall unit workload distribution falls within the range specified.

Individual workload assignments are provided in writing to the tenured and tenure-track faculty by the unit leader on an annual basis. Those assignments are based on the teaching needs of the unit, research productivity of the tenured and tenure-track faculty, and necessary 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 that warrant a change. Any such changes will be discussed with the affected tenured and tenure-track faculty member and approved by the Dean.

The Department of English is an MA/MFA granting unit. According to University policy, the administration will set the workload devoted to teaching within the range 60-70 percent of the total departmental workload. The goal we have been given is 14.4-16.8 credit hours per academic year as a department average for tenured and tenure track faculty, beginning in the 2020/21 academic year. The remaining thirty to forty percent is devoted to other scholarly activities of research/creative activity and service.

Workload Defined

- Workload is defined as teaching; research and publication; and service. Although treated separately in this document, in practice the three workload elements overlap and intertwine.
- Service in support of the university, community, and scholarly professions will also continue to be valued as part of the program mission.

Definitions

Credit hour - A credit hour is a unit of instruction specified for a course in the University course catalog and class schedule.

Course load - The total number of 3 credit hour classes taught by a tenured and tenure-track faculty member.

Workload hour - A measure of a tenured and tenure-track faculty member's scheduled work assignment. The normal scheduled assignment for a tenured and tenure-track faculty member is twelve (12) workload hours for each semester of the academic year.

Teaching Load: The Provost and Dean establish the unit's mission and the range within which the unit's average teaching load should fall (in the case of English, 60-70%). The goal we have been given is 14.4-16.8 credit hours per academic year as a department average for tenured and tenure track faculty, beginning in the 2020/21 academic year. Tenured and tenure-track 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. Load is assigned for teaching of lecture or writing classes, seminars, or colloquia, using the following guidelines:

- One load hour is assigned per credit for lecture or writing classes, seminar or colloquia, assuming each credit denotes the equivalent of one 50-minute lecture or workshop per week for 15 weeks.
- Teaching load for independent studies, if offered, will be determined using the standard formula for small classes.
- Teaching assignments are made at the Chair's discretion and in consultation with the Dean. English Department tenured and tenure-track faculty are typically assigned 6 LH of required research & service in combination.

Research Load:

Tenured and tenure-track faculty may be assigned research load hours based on the chair's evaluation of both their prior three years of research productivity (as reported on merit forms) and that faculty member's written research activity proposal for the coming academic year.

Up to 6 Load Hours (after achieving 1 of the following)

- Book: peer-reviewed (academic/creative/collection/co-authored/textbook)
- \$10,000 or more in external grant(s)
- 2 refereed articles, book chapters, creative nonfiction essays, or stories; 15 poems
- 1 keynote address at a national conference

Up to 4 Load Hours (after achieving 1 of the following)

- 1 refereed article, book chapter, creative nonfiction essay, or story; 10 poems
- \$5,000 or more in external grant(s)
- 1 book review essay
- 2 conference presentations

Up to 2 Load Hours (after achieving 1 of the following)

- Up to \$4,999 in external grant(s)
- 1 internal grant
- 1 book review

- 1 conference presentation

Note: This list is necessarily incomplete and will certainly change over time; the Chair may choose other items as equivalent and assign different hours based on the teaching needs of the department. This list is meant to reflect the range of research activities currently recognized by the department, and their relative order of value. The Chair may choose to assign partial load hours to smaller or different research achievements not represented here, and load hours may be banked.

Service Load: As long as this unit's average teaching load falls within the range specified by our mission (14.4-16.8), the chair is encouraged to assign each tenured and tenure-track faculty member in the unit at least 1 load hour per year for service. This load accounts for attendance at faculty and CEA-directed meetings, writing letters of recommendation, providing information for accreditation and other reports, and serving on two departmental committees that meet less than 2 hours per month, at a 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 3.5 hours per week of effort for 16 weeks. The load assigned will be determined by the unit leader with approval of the Dean. The following list of additional service offers an illustrative, but not exhaustive list of categories and types of vital service English tenured and tenure-track faculty perform that require large time commitment, with suggested assigned load hours for the Chair's consideration:

Department Positions

Assistant Chair and Undergraduate Advisor	Up to 6 LH per AY
Graduate Coordinator	Up to 6 LH per AY
NEOMFA Campus Coordinator	Up to 3 LH per AY
Assessment Coordinator	Up to 2 LH per AY
Vocational/Internship Coordinator	Up to 2 LH per AY
Grant/Coordinator	Up to 2 LH per AY
Graduate Certificate Director	Up to 1 LH per AY

Other Service

BCC Chair (or equivalent)	Up to 3 LH
EC Member of AAUP	Up to 3 LH
Academic Conference Coordinator	Up to 2 LH (split if co-coordinators)
RTP Chair	Up to 2 LH
Search Committee Chair	Up to 2 LH
MA Capstone/MFA Thesis Director	Up to 1 LH (each, max 3/semester)
Senior Honors Project Director	Up to 1 LH
AAUP Liaison	Up to 1 LH
Multiple Section Student Conferencing	Up to 1 LH
BCC Member	Up to 1 LH
College/Univ. Steering Committee Member	Up to 1 LH
Advisor Large Student Organization	Up to 1 LH

Honors Coordinator
Shakespeare Festival Coordinator

Up to 1 LH
Up to 1 LH (split if co-coordinators)

Special Provisions for Teaching Loads

Overloads: On rare occasions overloads may be authorized by the Chair with the approval of the relevant Dean. It is also possible that, by mutual agreement of the Chair and the tenured and tenure-track faculty member, 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.