



The University of Akron
Buchtel College of Arts and Sciences

Date: 09/08/2022

TO: Provost Wiencek

FROM: Dean McKinney

SUBJECT: Unit Level Workload Policy

The attached guidelines were approved by the faculty in the Department of Geosciences on 09/08/2022

I approve these guidelines and criteria.

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

David Steer
Department Chair

Ernest McKinney

Dean Buchtel College of Arts & Sciences

Exec VP & Chief Admin Officer

9/8/2022
Date

9/14/2022

Date

Date

Approved 09/08/2022
Department of Geosciences

General Considerations: Departmental workload assignments are governed by University Rule 3359-20-03.2. and the Collective Bargaining Agreement (CBA). Workload includes teaching, research/creative activity, and service performed by full time 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 and reviewed on a three-year basis. In the absence of a written workload expectation document, the default workload expectation is as specified in the Board rule using the highest degree awarded by the unit. The unit Chair/Director is responsible for assigning individual full time faculty assignments such that the overall unit workload distribution falls within the range specified unless unit needs dictate otherwise, and should be a fair reflection of the time expended by the full time faculty. If unit needs dictate otherwise, these cases will be approved by the Dean.

Individual workload assignments are provided in writing to the full time faculty by the unit leader on an annual basis, by the end of the preceding spring term. Those assignments are based on the teaching needs of the unit, research productivity of each individual full time 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 full time faculty member and approved by the Dean.

Teaching Load: To be consistent with Board Rule 3359-20-03.2, overall teaching load of full time Geoscience faculty falls within a range of 60-70% of total load (24 hr/academic year). This range will allow the flexibility for the faculty to respond to changes in university enrollment, course demands, funding patterns, and personnel changes in the department. Faculty members are generally 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 using the following guidelines.

- One load hour is assigned per credit for lecture, seminar or colloquia class assuming each credit denotes one 50-minute lecture per week for 16 weeks by that faculty member.
- Lab load is assigned as follows. This applies to any regularly-scheduled lab times (for-credit or not; both computer-based or laboratory-based).
 - Faculty fully responsible for lab prep, tear down, instruction during entire lab and lab report 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 labs; 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.
 - Additional load may be assigned for operation and maintenance of laboratory equipment and infrastructure that are used in teaching laboratories.

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- With a proper justification by the faculty member, large enrollment classes will be assigned an additional teaching load as specified below.
 - 51-100 students: 0.5 load hours
 - 101-150 students: 0.75 load hours
 - 151+ students: 1 load hour
- Field or other experiential learning (outside of regularly scheduled class times):
 - Load credit is given for significant field or similar learning experiences that are done in conjunction with a course. Examples of this might include field trips or significant faculty direction outside of class time of lab-based projects. The faculty member should inform the chair about anticipated activities of this type. The amount of load credit assigned should be based on the anticipated time requirements consistent with the principles used for assigning credit for lab load.
 - Load credit is given for students enrolled in graduate, honors, and undergraduate research, readings and thesis credit.
- Team-taught and instruction outside of Geosciences (GEOL and GEOG):
 - Load for team-taught courses will be assigned based on relative contribution of the faculty to that course. Generally, leaders of team-taught courses should receive a higher proportion of load.
 - Full time faculty will receive full load for courses taught outside of Geosciences, and this will be treated as part of the total load of the department.
 - Priority in teaching assignments will be to ensure that GEOL Geoscience major's needs are met.
- Academic year salary received in grants will be used as "buy out" according to the following equation:

$$\frac{\text{Academic year load hours}}{\text{Academic year salary}} * \text{Academic year grant salary} = \text{Load hours of buy out}$$

Research Load: Faculty may be assigned research load hours based on the prior research productivity as reported on merit raise forms or via a planned research agenda approved in advance by the unit leader using the following guidelines:

The faculty member and department Chair will discuss and agree on research load hours for different tasks, such as those listed below. The department Chair will assess success based on details of completed activities submitted yearly by the faculty member to the merit raise review committee. The load hours for any activity below may be different depending on contributions to the project. Research load hours may be assigned using the examples of higher and lower research priorities shown below:

- Higher research priorities include but are not limited to:

External grants with IDC

External grants without IDC

Proposal preparation

Manuscript preparation

Undergraduate student, Graduate student and post-doctoral research supervision and student's professional development.

- Lower research priorities include but are not limited to:

Laboratory and facility management

Contract testing

Conference abstracts and presentations

Unfunded research activities

Internal grants

Grant management activities such as; Budget revisions required by UA but not by NSF or other funding agencies;
Hiring student workers and post docs; Hiring non-student workers; Effort certification.

Service Load: Unless otherwise excluded, full time faculty members are assigned 1 service load hour per year. This load accounts for such things as attendance at faculty and CBA-directed meetings, writing letters of recommendation, providing information for accreditation and other reports and serving on two departmental or higher committees that meet less than 2 hour per month. Additional service load may be assigned based on the demonstrated time commitment expected to perform the 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. Examples of activities, arrange from higher to lower priority, that can be assigned service load include:

- Higher priority service (in no particular order) includes but is not limited to:

- Service to the University
 - Faculty Senate: member or officer (officers would receive more load)
 - Faculty Senate committees
 - University Council: member or officer
 - University Council committees
- Service to the College
 - College Committees
 - Examples: Bylaws Review Committee, Buchtel College Council, College Appeals Committee, College Promotion and Tenure Committees
- Service to the Department
 - Undergraduate advisor
 - Honors advisor
 - Graduate advisor
 - Recruitment
 - Assembling recruitment materials
 - Serving in the booth on recruitment days
 - Visiting high schools
 - Search committees: chair or member
 - Retention, Tenure, and Promotion
 - RTP committees (both for TT and for NTT candidates)
 - Peer review of teaching for RTP files
 - Other department service
 - Contributing to department reports (e.g., Academic Program Review)
 - Responding to requests for information from the administration

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- Responding to proposals from the administration (e.g., university reorganization)
 - Curriculum proposals
 - Developing a proposal
 - Entering the proposal in the curriculum review system and shepherding it through
 - Contributing to acquisition, operation, and maintenance of laboratory equipment and facilities
 - Undergraduate student, Graduate student and post-doctoral research supervision and student's professional development.
 - Professional service
 - Serving as editor or associate editor for a professional journal
 - Membership on editorial boards
 - Serving on a review panel for grant proposals
 - Public service
 - Organizing special public outreach programs.
- Lower priority service (in no particular order) includes but is not limited to:
- Service to the University
 - Other standing committees: member or officer
 - Examples: University Appeals Committee, Provost Advisory Committee, University Distinguished Professor Recommendation Committee, Graduate Faculty Council
 - Service to the College
 - Other college service:
 - Examples: College Election Teller, College Secretary
 - Service to the Department
 - Department standing committees: member or officer
 - Examples: Chair Advisory Committee, Merit Committee
 - Department ad hoc committees: member or officer
 - Other department service
 - Secretary at faculty meetings
 - Keeping other facilities clean and running (e.g., GRC, computer lab, student room)
 - Professional service
 - Officer in professional organization
 - Organizing a session at a conference
 - Reviewing manuscripts for journals
 - Reviewing grant proposals
 - Public service
 - Presenting to community groups
 - Providing comments to the media
 - Serving as judge for things such as Science Olympiad or science fairs
 - Speaking or organizing activities in educational settings (e.g., high schools, elementary schools)