



The University of Akron
Buchtel College of Arts and Sciences

Date:

TO: Provost Wiencek

FROM: Dean McKinney

SUBJECT: Unit Level Workload Policy

The attached guidelines were approved by the faculty in the Department of History on August 26, 2022

I approve these guidelines and criteria.

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

A. Martin
Wainwright

Digitally signed by A. Martin
Wainwright
Date: 2022.09.02 11:13:09 -04'00'

September 2, 2022

Department Chair

Date

9/14/2022

Dean Buchtel College of Arts & Sciences

Date

Exec VP & Chief Admin Officer

Date

Department of History

Workload Policy as of 8/26/2022

Official Departmental Mission

The History Department is committed to excellence in both undergraduate and graduate education, in research and scholarship, and in community involvement and service to the university. We embrace our responsibility as teacher-scholars to increase knowledge, provide models of intellectual curiosity to our students, and enhance the university's reputation through our research. We prepare our students for enlightened citizenship in the global community.

Workload Policy Overview

The University Rules require the faculty of each department to formulate a workload policy using the guidelines and following the process for establishing a workload policy set out in section 3359-20-03.2 of the Rules. According to University Rule 3359-20-03.2 (A): "The university faculty workload policy is designed to give directions to colleges and individual units (departments, etc.) in creating their own workload policies and is based on the philosophy and criteria presented in the report of the regent's advisory committee on faculty workload standards and guidelines."

In establishing the Department of History's workload policy, the faculty has complied with the University Rules, which state that:

Members of the regular faculty (as defined in the university rules) "generally have a full range of responsibilities, including teaching, research, scholarship and other creative professional work, and service to the unit, the university and the public." (UR 3359-9-02(A)(1)) Furthermore, the university rules state that "In setting appropriate percentages or amounts of each activity for a full workload, the need for flexibility is recognized. Many differences exist between colleges and departments of this university, and these differences preclude the possibility that a single set of percentages or figures can be rigidly applied for all. Therefore, the emphasis given to each activity will depend on the mission of the individual unit." (UR 3359-20-03.2 (B) (1))

Note: Non-tenure-track, full-time, bargaining-unit faculty (UR 3359-9-02(A)(2)) workloads are established in each NTT faculty member's current letter of appointment.

The department chair, in consultation with the dean and members of the Chair's Advisory Committee, will determine faculty workload assignments. Should the Chair's Advisory Committee unanimously disagree with the department chair's decision in a case regarding workload policy or assignments, the committee and the chair may request assistance from the dean to resolve the issue. The department recognizes that the demands of faculty activities fluctuate from year to year and semester to semester. Faculty members should consult the department chair and the Chair's Advisory Committee about crediting activities beyond those traditionally considered in the discipline.

In determining "appropriate percentages or amounts of each activity" that make up the regular faculty workload (research/scholarship/creative work, teaching, and service), this policy conforms to the ranges set out for academic units in the University Rules "Faculty Workload Policy" section. (UR 3359-20-03.2) As stated in the University Rules "Formulation of workload policy" section, which offers units

instructions on drafting workload policies, departments must base their workload distribution on the following guideline:

“With the suggested range from the appropriate mission category in mind, individual units are to formulate a workload policy...” (UR 3359-20-03.2 (B) (2) (a))

In keeping with this mandate, the department has adopted a policy that will assist the chair in determining workload assignments for the History Department in its current form as a “Baccalaureate/masters department.” In a Baccalaureate/masters department, “the recommended norm for teaching activities is sixty to seventy percent of the total departmental workload with the remaining thirty to forty percent devoted to research/creative activity, service and other professional activities consistent with the department’s mission.” (UR 3359-20-03.2 (B) (1) (b))

Teaching Load Policy

The Department of History is dedicated to offering students an outstanding education that encourages critical thinking and intellectual curiosity while preparing students to create successful, meaningful lives in their own communities and in an increasingly complex, global community. To provide students with a high-quality education, promote student success, ensure that a relative balance exists among faculty members’ teaching loads, and assure flexibility in teaching assignments, the department has adopted the following Teaching Load Policy to assist the chair in determining workload assignments.

Faculty members are expected to teach every fall and spring semester (except 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 the teaching load for a particular activity. Load is assigned for teaching of lecture classes, seminars, colloquia, field courses, internship supervision, independent studies (according to the “small class formula”), supervision and assessment of graduate-student scholarly activities and comprehensive exams, and other instructional formats allowed by the University Rules. The chair, in consultation with the dean and the Chair’s Advisory Committee, may assign a faculty member additional teaching activities that may result in a redistribution of the faculty member’s overall workload.

Research Load Policy

The Department of History, as a community of teacher-scholars, is committed to maintaining an active research agenda. To recognize the significant amount of time faculty members devote to research and to their engagement with the wider scholarly community, which in addition to traditional historical research can also include but is not limited to public history and the scholarship of teaching, the department has adopted the following Research Load Policy to assist the chair in determining workload assignments.

Some level of research activity is expected from all faculty members. Additional load for research may be assigned by the chair, in consultation with the dean and the Chair’s Advisory Committee. The availability of research load hours in a given year is dependent upon the department maintaining its teaching load range, as defined by the University Rules.

Service Load Policy

The Department of History appreciates the essential contributions faculty members make through service to the department, the college, the university, and the discipline of history. To better recognize the significant amount of time faculty members devote to service and to assist the chair in determining workload assignments, the department has adopted the following Service Load Policy.

The chair, in consultation with the dean and the Chair's Advisory Committee, may assign a faculty member additional service that may result in a redistribution of the faculty member's overall workload. The availability of service load hours in a given year is dependent upon the department maintaining its teaching load range, as defined by the University Rules.