



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 Modern Languages on 2 September 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

Exec VP & Chief Admin Officer

9/6/22

Date

9/14/2022

Date

Date

Department of Modern Languages at the University of Akron
Workload Policy

Approved by the Department 9/2/22

General Considerations: Departmental workload assignments are governed by University Rule 3359-20-03.2. Workload includes teaching, 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. 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 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 department 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 Modern Languages is a BA granting department. According to University policy, the administration will set the workload devoted to teaching within the range between **70-80 percent** of the total departmental workload. The goal we have been given is 16.8-19.2 credit hours per academic year as a department average for tenured and tenure track faculty, beginning in the 2020/21 academic year. The remaining twenty to thirty 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 or 4 credit hour classes taught by a tenured and tenure-track faculty member.
- Contact hour – A weekly 50-minute scheduled class meeting in a given semester is counted as one contact hour.

- 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 DML 70-80%**) Beginning in the 2020/21 academic year, the goal we have been given is 16.8-19.2 credit hours. Tenured and tenure track faculty 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.

Workload Equivalents for Departmental Administrative Responsibilities

DML divides service in two categories. **Basic Service and Vital Service.**

As long as this unit's average teaching load falls within the range specified by our mission (16.8-19.2), 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. Examples of basic service include: attending faculty Meetings, taking the minutes at faculty meetings, participating in at least two department committees that meet less than 2 hour per month, performing external Reviews, acting as commencement representative for the Department, participating in recruitment activities, attending student functions and professional development, providing information for accreditation and other reports.

Vital service is service that involves a substantial time investment and that is considered essential to fulfill the mission of the Department, as well as service to the College and University. The division of service activities and the workload assigned for each of these positions is determined by the Chair in consultation with the tenured and tenure-track faculty and with the approval of the Dean.

When a position serves other units on campus (for example, Director of the EXL Center, Coordinator of a University-wide initiative, etc.), the workload for the position is assigned by the Provost in consultation with the Dean and the Department chair. Other administrative responsibilities may arise from time to time, and with the approval of the Chair, and the College Dean, workload equivalents may be negotiated for these. Further, the Coordinators and Directors shall not be required to work during the summer unless on summer administrative appointment.

Workload Equivalents for Research

Tenured and tenure-track faculty active in research may be assigned research load hours for appropriate scholarly or creative productivity according to the schedule below. The review period for research productivity is 5 years.

Tenured and tenure-track faculty who receive these equivalencies will be reviewed annually by the Chair by means of the tenured and tenure-track faculty member's Annual Workload Summary Report.

Category: Research	Associated Load
4 referred journal articles or 1 academic book, and 2 other publications in 5 years, 5 year review cycle	Up to 3
2 referred journal articles in 5 years, 5 year review cycle	Up to 1.5
1 refereed Journal, textbook, edited volume, translation or Externally funded grant / contract (Specific load determined by chair in consultation with faculty. Dependent on such factors as the prestige of funding agency, role of the investigator and level of funding) 5 year review cycle.	Up to 3

Special Provisions for Teaching Loads

- 1. Teaching Outside the Department/Team Teaching:** Tenured and tenure-track faculty members who wish to teach outside the Department (for example, in the Honors College and in the Ex (L) Center) or team teach with a colleague in another academic unit must secure approval from the Chair in advance if the class is to be counted as part of the teaching load. In the determination of teaching loads and schedules, the needs of the Department take priority, although every effort will be made to accommodate the needs of other programs in which DML tenured and tenure-track faculty may teach.
- 2. 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.