



The University of Akron
Buchtel College of Arts and Sciences

Date: 9/9/22

TO: Provost Wiencek

FROM: Dean McKinney

SUBJECT: Unit Level Workload Policy

The attached guidelines were approved by the faculty in the Department of Physics on 9/9/22.

I approve these guidelines and criteria.

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

9/9/22

Department Chair

Date

9/14/2022

Dean Buchtel College of Arts & Sciences

Date

Exec VP & Chief Admin Officer

Date

Department of Physics

Workload Policy as of 9/12/2022

General Guidelines: The Department of Physics workload assignments are governed by University Rule 3359-20-03.2. Workload includes three categories of activity, teaching, research, and service. The physics department standard for full-time faculty on nine-month contracts is **24 load credits per academic year** (c.f. UR 3359-20-03.2(B)(3)). 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. The Department of Physics is considered a bachelor's degree program for the purposes of workload determination. The current recommended goal for the Department of Physics is an average that should occur in the range between 16.8-19.2 load hours in teaching per tenured and tenure-track faculty member.

The unit Chair/Director is responsible for assigning individual faculty assignments such that the overall unit workload distribution falls within the range specified unless unit needs dictate otherwise. Specific assignments are based on the teaching needs of the unit, the research productivity of the faculty and the 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. Any such changes will be discussed by the chair and affected faculty member under advisement of the Dean.

Individual workload assignments are provided in writing to the faculty by the unit leader on an annual basis. Those assignments are based on the teaching needs of the unit, research productivity of the 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 faculty member and approved by the Dean.

Teaching Load: Faculty members are expected to teach every semester (excluding summers or when on leave) regardless of their research, service or other academic obligations, with the exception of those faculty on professional development leave. Course-related functions such as class preparation, grading, office hours and student communications are included in teaching load for a particular activity. Teaching load is assigned for lecture classes, seminars, colloquia, thesis supervision, and laboratory courses using the following guidelines.

- **Regular Courses**
 - One teaching load hour is assigned per credit hour of lecture, assuming each credit denotes one 50-minute lecture per week for the semester.
 - For large classes, student enrollment between 51-100 will add 0.5 teaching load hours; 101-150 will add 0.75 teaching load hours; and any class over 150 will add 1.0 teaching load hours.
 - For team-taught courses the credit hour to load hour conversion shall be pro-rated between instructors, such that the total teaching load credit equals the course credit hour
- **Laboratory Courses**

- In laboratory courses in which the faculty member has full responsibility for instruction and is expected to be in attendance during the lab, the faculty member will receive one load hour for each 50 minutes of instruction per week.
- As lab director for large introductory courses (PHYS:261, 262, 291, 292) where the faculty directs graduate student efforts and monitors student activities in the laboratory, the faculty member will receive one load hour.
- Faculty laboratory directors will receive one load hour for each 50 minutes of instruction for the Techniques of Physics Instruction (PHYS: 556) course for graduate assistants.
- Research Student Supervision
 - Student Research Direction (PHYS:399) and Independent Study (PHYS 497) The research advisor will be the instructor of record for the research credits of the student and be assigned load hours according to the number of research credits of their student(s), where a small-class formula may be applied.

Research Load: Faculty may be assigned load hours based on research productivity as reported on merit raise forms or via a planned research agenda approved in advance by the unit leader and Dean. Research load credit can include the following activities

- Externally funded research awards or grants as lead PI or co-investigator
- Grant proposals submitted as lead PI or co-investigator
- Peer-reviewed academic manuscripts as communicating author
- Peer-reviewed academic manuscripts as co-author
- Journal editor or associate editor
- Invited or contributed talk at scientific conference or college/university industry seminar
- Grant proposal reviewer for major funding agency
- Chairing or organizing symposia at conferences
- Patent disclosure
- Patent awarded

Service Load: Unless otherwise excluded, faculty members are assigned service load each semester. This load accounts for 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 hours 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. The role of department coordinator accounts for 1 load hours per semester.