Date: [Date8/30/22]

TO: Provost Wiencek

FROM: Dean McKinney

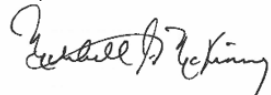SUBJECT: Unit Level Workload Policy

The attached guidelines were approved by the faculty in the
Department of Political Science on 8/23/22.

I approve these guidelines and criteria.

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

Signature	8/24/2022
Department Chair	Date
Signature	9/14/2022
Dean Buchtel College of Arts & Sciences	Date
Exec VP & Chief Admin Officer	Date

The University of Akron
Department of Political Science
Workload Policy August 26, 2022

General Considerations: Departmental workload assignments are governed by University Rule 3359-20-03.2. Workload includes teaching, administrative responsibility, research/creative activity, instructional support, and service performed by faculty. The appropriate division of workload expectation for the unit as a whole is determined by the Chair in consultation with the Dean 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 faculty assignments such that the overall unit workload distribution falls within the range specified unless unit needs dictate otherwise. Such cases must be approved by 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. Any such changes must be discussed with the affected faculty member and approved by the Dean.

Actual workload assignments in any given year are determined by the mission of the unit. Once the unit mission is determined, the required range for average unit teaching load is set, and remaining hours may be assigned by the unit leader to individual faculty for research or service based on the criteria in the unit workload policy and the needs of the unit.

The Department of Political of Political Science is a baccalaureate/masters degree-granting department. Per University Rule 3359-20-03.2:

"Baccalaureate/masters departments: (active baccalaureate and masters degree programs). For academic departments, or equivalents, with active baccalaureate and masters degree programs, 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.* It should be expected that full-time faculty in these departments will devote more of their effort to teaching undergraduates than to graduate level instruction"

The Department Policy, based on the Board Rule cited above, is to average between 14.4 and **16.8 credits of teaching duties/load hours** per year for tenure-track faculty. For full-time faculty on nine-month contracts, **the standard** *cumulative* **workload is 24 load credits per academic year.**

Workload Worksheet (Must total 24 load credits per academic year)

I. Teaching: 15 load credits per year

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. Exceptions to this would be arrangements reached between faculty, the Dean, and the Department Chair in cases of funded-research. 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 classes and seminars 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.

II. Research and Service: 9 load hour credits (maximum)

Research Load Credits: Faculty may be assigned research load hours using the prior three years of research productivity as reported on merit raise forms as a guide and via a planned research agenda approved in advance by the unit leader and Dean. If the chair decides to assign research load hours, that assignment will be guided by standards that are consistent with our merit process and fully articulated in this document (see appendices below). If research hours are to be assigned, the chair will use the point system in Appendix A as a guide in determining those assignments.

Total Values Based on Merit Pay Criteria	*Load Hour Credits*
Category 1:	1
Category 2:	2
Category 3:	3
Category 4:	4
Category 5:	5

Service Load Credits: Faculty may be assigned service load hours using the prior three years of service activity as reported on merit raise forms as a guide, as well as additional categories or via negotiated service credits approved in advance by the unit leader and Dean. If the chair decides to assign service load hours, that assignment will be guided by standards that are consistent with our merit process and fully articulated in this document (see appendices below). If service hours are to be assigned, the chair will use the point system in Appendix B as a guide in determining those assignments. Unless otherwise excluded, and at the discretion of the chair, the general expectation is that each faculty member will be assigned one load hour to cover the myriad of routine activities each faculty member does in support of the unit mission.

Total Values Based on Merit Pay Criteria	*Load Hour Credits*
Category 1:	1
Category 2:	2
Category 3:	3
Category 4:	4
Category 5:	5

APPENDIX A: RESEARCH CATEGORY POINTS AND SCALE[i]

Category Points	*Research Category (Scholarship)*
21-24	New Scholarly Book
10-12	Article in a peer-reviewed journal[ii]
6-8	Article/chapter in a peer-reviewed edited volume
6-8	New Textbook
5-6	Edited volume of original articles (without/with contribution)
4-5	Edited volume of published articles (without/with contribution)
4-5	New edition of a book (Minor Update/Significant Revision)
3-4	Funded research grant (Less than 50K/Over 50K)
3-4	Article in a non-peer-reviewed journal or research reports
3-4	Article in a non-peer-reviewed edited volume
2-3	Book review essay, Book Review, Conference paper
1-2	Unfunded research grant proposals submitted

Correlating Total Values with the Scale in the Collective Bargaining Agreement:

Category 1 = 0-4 total points
Category 2 = 5-9 total points
Category 3 = 10-14 total points
Category 4 = 15-19 points
Category 5 = 20 or more points

APPENDIX B: SERVICE CATEGORY POINTS AND SCALE[iii]

Category Points	*Service Category (Administrative)*
4-5	Serving as Graduate Director
2-3	Serving as Chair on Department, College, University Committees
1	Service on Department, College, University Committees
2-3	Representing the Department on Buchtel College Council
2-3	Serving on Faculty Senate
2-3	Leadership Role in Dept, College, University Co-Curricular Events
1-2	Participation in Dept, College, University Co-Curricular Events
1	Participation in recruitment events

Category Points	Service Category (Community & Professional Outreach)[iv]
4-8	Community Outreach Related to our Discipline (e.g., campaign work, speaking with the media, advising community groups, leadership role in community organizations such as Akron Roundtable)
2-5	Manuscript Review for Scholarly Journals
4-5	Serving as Editor for a Scholarly Journal
3-4	Serving on an Editorial Board for a Scholarly Journal
2-3	Serving on a Community Board/Serving as Officer on a Community Board
2-4	Public Speaking (<5/5-10/>10)
2	Membership in Academic Professional Associations
1	Membership in Non-Academic Professional Associations
1	Community Outreach (working with community groups in significant manner)

Category Points	Service Category (Categories Related to Teaching/Mentoring/Advising)
4-8	Serving as a chair for Comprehensive Exam, Essay of Distinction, Dissertation, Portfolio defense committees, or creation of new courses, or carrying an overload of courses, or more than one new preparation per term
2-3	Serving on Comprehensive Exam, Essay of Distinction, Dissertation, Portfolio defense committees, or mentoring Internships

Category Points	Service Category (Categories not Considered in Dept Merit Guidelines)
20	Serving as Department Chair
10	Serving as Director or in Leadership Position for an Institute or Center
10	Serving as Undergrad Coordinator/Adviser for Political Science Prog
5	Serving as Director/Adviser/Coordinator of Security Studies Program
5	Serving as Director/Adviser/Coordinator of Applied Politics Program
5	Serving as Pre-Law Adviser for Political Science Dept
5	Director of Competitive Fellowships
4	Serving as Undergraduate Honors Adviser for Political Science Dept
4	Serving as Assessment Coordinator for Political Science Dept
4	Organizing or Co-Organizing an Academic Conference or Community Event
2-4	Supervising Independent Studies (cumulative)
3	Section Head for an Academic Conference
3	Serving as Chair/Sponsor for Undergraduate Honors Project
2	Teaching a Large Enrollment or TAG Class
2	Organizing a Roundtable/Panel at an Academic Conference or Community Event
1	Participant on a Roundtable/Panel at an Academic Conference or Community Event
1	Serving as Member of Undergraduate Honors Project
1	Supervising a Student Organization

Correlating Total Values with the Scale in the Collective Bargaining Agreement:
Category 1 = 0-4 total points
Category 2 = 5-9 total points
Category 3 = 10-14 total points
Category 4 = 15-19 points
Category 5 = 20 or more points

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[i] This should not be considered an exhaustive list of potential research categories. In each subcategory a faculty member may earn as many points as justified by separate pieces of scholarship. For instance, two scholarly books will be worth 48 points.

[ii] The only relevant criterion here is whether or not an article appears in a peer-reviewed publication. It may, for instance, be an electronic or traditional journal (or volume), as long as the selection process is through peer-review.

[iii] Each individual committee/service activity earns up to 3 points. For example, service on two department committees will count as 2 points. However, those earning points for service as a chair or in a leadership role cannot also earn points for serving as members of the same committee/event.

[iv] Each amount in this category is a maximum number of points that can be earned for that activity. For instance, two professional associations does not equal 4 points.