



The University of Akron
Buchtel College of Arts and Sciences

Date: September 9, 2022

TO: Provost Wiencek

FROM: Dean McKinney

SUBJECT: Unit Level Workload Policy

The attached guidelines were approved by the faculty in the Department/School of Psychology on September 9, 2022.

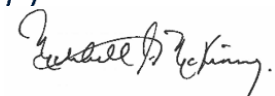
I approve these guidelines and criteria.

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



Department Chair

09/09/22
Date



Dean Buchtel College of Arts & Sciences

9/14/2022

Date

Exec VP & Chief Admin Officer

Date

Department of Psychology Load Policy September 2022

Overall Philosophy: To create a load policy that accurately reflects faculty inputs, provides a guideline for departmental decision-making about the allocation of classroom teaching hours, and yet still allows for flexibility in considering individual faculty circumstances.

In constructing this policy, we considered the following guideline from the University of Akron Faculty Manual (3359-20-032 B1c): “Departments, or equivalent units, with active baccalaureate, masters, and doctoral programs should have a norm of 50-60 percent [12-14.4 load hours] of the total departmental workload devoted to teaching. The remaining 40-50 percent of workload time should be devoted to research/creative activity, service, and other professional responsibilities that further the goals of the department and the university. It is expected that full-time faculty teaching in these departments will be personally involved in undergraduate instruction.”

Workload is only the teaching, research, service, and admin that is required for the department.

1. Teaching-Related Activities

- A. Classroom Teaching Load Hours: For an individual faculty member, the number of load hours spent in classroom teaching will typically range from a minimum of 12 load hours to a maximum of 16 load hours for an academic year. Initially every faculty member will be assigned 12 hours of classroom teaching, and adjustments made from this default in order to meet a full load of 24 hours per academic year.

The classroom teaching load hours may include the cumulative teaching load hours from undergraduate Independent Reading and Research, undergraduate Field Experience, and undergraduate honors thesis advising, as described in 1B below. All teaching load must be load associated with a scheduled course (including IR&R, dissertation, thesis credits).

Also, in special circumstances (typically negotiated with the Department Chair and approved by the Dean), classroom teaching load hours may be reduced to compensate for time spent in activities such as, but not limited to, administration, externally funded research, or collective bargaining agreement defined positions (i.e., Akron-AAUP President, Akron-AAUP Contract Administrator Grievance Officer, and Faculty Senate Chair). When doing so does not prevent the unit average teaching load from falling within the required range, the chair is strongly encouraged to reduce classroom teaching load related to grant buy outs in a way that is proportional to the buyout. In other words, a faculty member who would typically teach 12 hours in the classroom, would teach 6 hours with a 50% buyout.

- B. Undergraduate Independent Reading and Research; Undergraduate Field Experience; Undergraduate Honors Advising: Undergraduate course hours in the Fall and Spring semesters for Independent Reading and Research and Field Experience may contribute to teaching load, based on the University conversion formula. (This formula currently converts 9 course hours to 1 load hour).

Advising a Psychology Honors student may also contribute when associated with a scheduled class, with 3 course hours imputed for each semester taken by the Honors advisee (i.e., Fall and Spring), for a total of 6 course hours per completed student. Advising not associated with a scheduled class falls under service. Advising of graduate students also falls under service.

When teaching assignments are made for a given year, it is typically not possible to predict number of undergraduate course hours in Independent Reading and Research, Field Experience, and Psychology Honors. Therefore, our workload letters will reflect an estimation based on the previous year and will be amended throughout the current AY.

- C. Graduate Student Master's and Dissertation Credit: Graduate Student Master's and Dissertation courses (699 & 899) in the Fall and Spring semesters may contribute to teaching load, based on the University conversion formula. (This formula currently converts 9 course hours to 1 load hour).
2. Research/Creative Activity: Research load is based on the rolling average of individual faculty member's merit rating (categories 1-5) over the last three years and on that faculty members written research proposal for the coming year, as the chair determines. The chair is strongly encouraged to cap assigned research load at 8 hours. Providing that doing so does not prevent the unit average teaching load from falling within the required range, the chair is strongly encouraged to assign up to 5 load hours for pre-tenure tenure track colleagues for their first three years at UA. In the Spring of their third year and beyond, their workload letter will reflect their 3-year rolling average based on their research merit rating.
 3. Service: Up to 8 load hours may be assigned for this category, based on the extent to which a faculty member engages in activities necessary to maintain a doctoral degree-granting department. Additionally, there are two categories that serve to account for service activities at either the department (e.g., student committee membership, faculty meetings, popcorn, program seminars, search committees) or the university (e.g., faculty senator, DEIA council, university search committees) level that is necessary for the department, college, or university to run. As long as the unit average teaching load is within the required range, the chair is strongly encouraged to assign each faculty member 1-2 load hours for these two levels of service; however, at the discretion of the Chair in consultation with the faculty member, this can be increased for certain service positions that the Chair considers worthy of additional load (e.g., IACUC Chair, IRB Chair, BCC Chair, etc.). Finally, pre-tenure faculty members are given a service load release of 5 load hours each year.
 4. Administrative: Load hours assigned for administrative contributions will vary. They may include load hours for such duties as serving as Department Chair, supervising Introductory Psychology, serving as an institute director, and being a Program or Clinical Director for our graduate programs.

Table of workload assignment calculations to guide in the Chair's workload assignment letters. Please note that the specific "service" duties we quantified have been restricted to service required for our department to function. Additional and substantial service to the University will be considered on a case-by-case basis.

Category	Category	Load Hours/AY
Teaching	Teaching a course	credit hours
	Grant Buyout	credit hours
	Any position mandated by the CBA to receive a course release per semester (AAUP pres, faculty senate)	credit hours
	Undergraduate IR&R or Field Experience	University formula
	Dissertation	University formula
	Thesis	University formula
	First year course release	4
Research	Category 1 (< 3 research points)	0
	Category 2 (3-7 research points)	2
	Category 3 (8-15 research points)	4
	Category 4 (16-23 research points)	6
	Category 5 (24+ research points)	8
	Pre-tenure (first 3 years) research load	5
Service	10-12 PhD Advisees	4
	7-9 PhD Advisees	3
	4-6 PhD Advisees	2
	1-3 PhD Advisees	1
	Research Pool Administrator	2
	Program Assessment	1
	Director of Clinic	1
	Course Sections Coordinator	1
	Practicum Coordinator (Grad Level)	1
	BCC Member	1
	Department Service	1
	University Service	1
	Counseling Students Supervision	1
	Pre-tenure service load release	5
Admin	Department Chair	6
	Intro Psych Coordinator	5
	Undergraduate Coordinator	2
	Director of Doctoral Program	2
	Director of MA Program	2
	Director of Clinical Training	2
	Director of Institute/Center	1