



The University of Akron
Buchtel College of Arts and Sciences

Date: September 7, 2022

TO: Provost Wlencek


FROM: Dean McKinney

SUBJECT: Unit Level Workload Policy

The attached guidelines were approved by the faculty in the LeBron James Family Foundation School of Education on September 7, 2022.

I approve these guidelines and criteria.

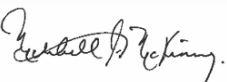
If you concur, we ask that you also approve the guidelines and criteria.



Director



Date



Dean Buchtel College of Arts & Sciences

9/14/2022

Date

Exec VP & Chief Admin Officer

Date

Workload policy

LeBron James Family Foundation School of Education

Buchtel College of Arts & Sciences

Revised September 12th, 2022

The LeBron James Family Foundation School of Education offers Undergraduate (B.A., B.S.) and Graduate (M.A., M.S.) programs and endorsements. The mission of the LeBron James Family Foundation School of Education is to prepare educational professionals across varied organizations, who are committed to diversity, equity, and excellence, and who conduct, utilize, and critique research through scholarship, leadership, collaboration, inclusive education, innovation, and professionalism.

This document is designed to communicate the School's tenured and tenure-track faculty workload that encompasses 24 hrs. per faculty member, across fall and spring semesters, in the three activities of i.) teaching, ii.) research/creative activity, and iii.) service. While this workload policy applies to all School of Education bargaining unit faculty, flexibility is essential as individual faculty are differentially involved in research, teaching, service, and outreach. In particular, the School has a variety of active graduate programs, and faculty are expected to maintain an active research agenda with earned Graduate School membership. The School is unique to many other units which demand tenured and tenure-track faculty engage in essential service activities to the School and University, such as:

- stringent national and state level accreditation and technical reporting to maintain compliance with the Council for the Accreditation of Educator Professionals, the Ohio Department of Higher Education, and the Ohio Department of Education for the continued issuance of State of Ohio educator licensure and credentials
- direct advising for undergraduate and graduate students admitted into the School of Education
- planning, implementing, and reporting on learning outcomes for intensive field/clinical experiences with area schools/agencies
- leading and facilitating programming with embedded community partners, including special initiatives (ex. Directing the School's Centers, LeBron James Family Foundation and Akron Public Schools program development/consulting, etc.).

The table below summarizes the possible distribution of teaching, research and service load within the School. Some service activities are expected for all faculty, such as regular attendance at faculty meetings, advising students (formally or informally), and being members on a variety of School, college, and university committees. Workload assignments are made in consultation with the Director of the LeBron James Family Foundation School of Education.

	Item	Load in Credit hours (CH), per year
Teaching		
	Undergraduate or graduate course(s)	Credit listed, per bulletin
	Additional credits for large sections [over 30 students] when teaching undergraduate or graduate courses	0.5-1 credits
	Teaching courses with field experiences where instructor coordinates and supervises the field on-site for enrollment over 15 students	0.5-1 credit
	Lead Instructor/Sponsor on honor's research project(s), masters project(s), or dissertation committee(s) member, on an actively listed course(s)	1-3 credit
	Advising (1 CH per 30 students per year): Note: Advising is listed under School's approved RTP Document for "Teaching"	1-3
Research & Service		
Research		
	1 refereed publication in the last 3 years with evidence of additional research activities such as refereed conference presentation, grant writing, etc.	6

	In addition to item (a), working on special research projects beyond the requirements (in consultation with Director)	1-6
	PI/Co-PI/Senior Personnel of large research grant (Load determined in consultation with director)	1-6
Service		
	Serve as Reader or assist on i) Honor's research project(s), ii) Master's thesis/research, or iii) Doctoral committee or research project	1-3
	Develop new program /Major program revision	1-3
	Lead(s) Accreditation/SPA reports: Includes writing reports, rejoinder, data analysis, etc.	1-3
	Director of Center	1-6
	Coordinate/Direct Program(s)	1-3
	Leadership roles at UA or in professional organizations, journals, or book series	1-6
	School, College, or university special projects	1-6