



The University of Akron
Buchtel College of Arts and Sciences

Date: 9/7/2022

TO: Provost Wiencek

FROM: Dean McKinney

SUBJECT: Unit Level Workload Policy

The attached guidelines were approved by the faculty in the Department of Statistics on 9/7/2022.

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

9/7/2022

Date

9/14/2022

Date

Date

Department of Statistics
Workload Policy as of 9/7/2022

General Considerations: Workload includes teaching, research/creative activity, support, and service performed by 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 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 will 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. 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(s) and approved by the Dean.

Teaching Load: Departmental workload assignments are governed by University Rule 3359-20-03.2. The Department of Statistics offers baccalaureate and master's degrees. As a department with an active master's program, the goal specified by the administration for the department is 60-70% (14.4 to 16.8 credits per AY) in teaching per tenured/tenure-track faculty member. The dean may petition OAA to change this goal in subsequent years.

Faculty members 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. Load is assigned for teaching of lecture classes and labs using the load equivalents.

Local control over differential loads (teaching, research, service) of individual faculty is exercised by the department chair, using these approved unit guidelines. Refer to Table 1 for suggestions on additional teaching load equivalents.

Research Load: In order to maintain the department's ability to continue offering MS's level courses and to promote externally funded research activities, every faculty is strongly encouraged to have research production. Faculty may be assigned up to 8 load hours for activity in any of the following scholarly productive areas (either in their previous three years, in their proposal for the coming year, or in a combination of both): research papers, book reviews, conference papers,

report for an agency, grant submissions, etc. If the faculty receives an external grant funding as PI/co-PI, statistician, or similar relevant roles, additional load hours may be assigned upon the approval of Chair and Dean. Refer to Table 2 for suggestions on additional research load equivalents for grant activities.

Service Load: Every faculty has an expectation to provide service within the department and the university. As long as the unit average teaching load falls within the required range, the chair is strongly encouraged to assign everyone at least .5 service load hours per semester. Additional service load could also include maintaining department website, writing recommendation letters, providing information for accreditation and other reports, serving as graduate student thesis or dissertation committee member, and serving as PhD qualify exam committee member. The exact load assigned will be determined by department chair.

The exact amount of such load is assigned by the Chair with approval of the College Dean each academic year. The amount of load assigned for a service task will be reduced if a stipend is provided for that task. Refer to Table 3 for suggestions on additional service load equivalents.

Table 1. Suggested Teaching Load Equivalents Table.

Teaching Activity	Load equivalent (credit hours)	Frequency	Notes
Computer Labs	1	Semester	Faculty will receive 1 load hour for every 1 lab hour when no lab graduate assistant is available.
Masters Thesis/Paper Advising	Small Class Formula Conv. Table	Semester	Advising graduate students to complete their capstone project.
Honors Paper Advising	Small Class Formula Conv. Table	Semester	Advising undergraduate honors students to complete their capstone project.
Low Enrollment Section	Small Class Formula Conv. Table	Semester	Undergraduate, graduate, and combined courses. Low enrolled courses offered must have permission of the Chair and the college Dean.
Independent Study Graduate Section	Small Class Formula Conv. Table	Semester	Cannot exceed 3 load hours per semester
Independent Study Undergrad Section	Small Class Formula Conv. Table	Semester	Cannot exceed 3 load hours per semester
Statistical Consulting Course (3470:495/595)	Small Class Formula Conv. Table (for each section)	Semester	Statistical Consulting is a required course for both undergraduate and graduate students.
Gen Ed: Basic Stats and SEL	0.5	Semester	51-100 students
	0.75	Semester	101-150 students
	1	Semester	151+ students
Advanced Undergrad: Applied Statistics	0.5	Semester	40-60 students
	1	Semester	61+ students
PSE, Intro Stats I/II	0.25	Semester	40-60 students
(2 credit hr)	0.5	Semester	61+ students
Upper level/Graduate: All other courses	0.5	Semester	20-30 undergraduate/ graduate students
	1	Semester	31+ undergraduate/ graduate students

Compared to our Gen Ed courses --Stats for Everyday Life and Basic Statistics-- our more advanced courses require far more of the professor's time per student, perhaps in some cases 3 to 5 times as much. For SEL and Basic an online homework system is used, so much less grading is required by the instructors. Also, in SEL the exams are taken in the computer-based testing facility and graded by the computer. For the upper level courses, professors grade their own exams and assignments. In order to properly train the students in these courses, our professors need to spend a considerable amount of time reading through volumes of student responses and explanations, computer coding and output, and then provide formative feedback. Most of our upper level courses also include projects, which usually require additional out-of-class meetings for the faculty.

Table 2. Suggested Additional Research Load Due to Grant Activity.

Grant Activity	Suggested load equivalent (credit hours)	Frequency	Notes
Externally funded research with \$100,000+/year toward UA	2.5 - 3.5	Academic Year	
Externally funded research with \$99,999 to \$30,000/year toward UA	1.5 - 2.5	Academic Year	
Externally funded research with less than \$30,000/year toward UA	5 - 1.5	Academic Year	

Table 3. Suggested Service Load Equivalents Table.

Service Activity	Load equivalent (credit hours)	Frequency	Notes
Associate chair	4	Semester	The exact reduced load is subject to the contract
Director of consulting center	1	Semester	
Graduate academic advisor	1	Semester	
Undergraduate academic advisor	1	Semester	
SEL course coordinator	1	Semester	For large multi-section courses according to the job duties
Basic Stat course coordinator	1	Semester	For large multi-section courses according to the job duties
Graduate assistant coordinator	1	Semester	Supervise graduate assistants according to the job duties
University Committees	0.5 or 1	Semester	Currently serving on BBC is 0.5 load hours. Other committee hours to be determined by chair
New Course Preparation	1	Semester	Preparing new course
General Service Load (for TT faculty only)	0.5 or 1	Semester	Every TT faculty has at least 0.5 service load deduction per semester.