

## Memorandum

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To: Deans, Associate Deans, and Department Chairs

From: Dr. Angie Cartwright, Assistant Vice Provost – Faculty Success

Date: October 24, 2024

RE: UNT Policy 06.027, Academic Workload & Implementation Plan

The Office of the Provost, in collaboration with the Workload Equity Initiative, Faculty Senate, and other stakeholders, has completed a significant revision of [UNT Policy 06.027, Academic Workload](#). This memo provides a summary of the key updates and the implementation plan associated with the revised policy.

Revisions of the policy include:

- Definitions were added or revised to align with best practices (i.e., *Faculty Workload*, *Workload Equity*, and *Workload Guidelines*).
- The unit administrator is tasked with administering the policy with consistency and transparency. They are also expected to assign workloads ensuring that faculty equitably contribute to the mission of the department according to the faculty member's position requirements.
- Provides clarity on service as an area of workload and acknowledges contributions to the university as well as service to the profession.
- Unit administrators, in consultation with the individual faculty member, assign workload percentages considering the conditions of the faculty member's appointment, the faculty member's goals, and the length of the faculty member's work contract. However, the broader needs/priorities of the academic unit(s) to which each faculty member is assigned (as determined by the unit administrator and/or dean), as well as of the University as a whole (as determined by the provost and president), shall take precedence. Workload assignments shall not necessarily guarantee that faculty's professional or academic goals or input on workload will be accommodated.
- Probationary tenure-system faculty will have workload assignments that permit an emphasis on those activities most important for success in the tenure and promotion process.
- Professional-System Faculty members with lecturer, clinical, or research appointments typically have a workload assignment with primary responsibility in one of the three areas of teaching, research, or service.
- Faculty workload assignments in the unit will be made available to all faculty in the respective academic unit before the start of each academic year.

- Each department will establish workload guidelines that include:
  - a) A statement of governing principles upon which the guidelines are based;
  - b) Unit-specific definitions for teaching, research, service, administration, and clinical work;
  - c) The minimum work expectations for all unit faculty, accounting for rank and career stage;
  - d) A detailed description of the process (including associated timelines) by which workloads for individual faculty are established annually;
  - e) A web link to the academic unit's promotion and tenure standards, and annual review guidelines, with which the workload guidelines must be consistent; and
  - f) A description of how/where individual annual workload assignments will be made available annually to all faculty in the respective academic unit.

Members of the UNT community are encouraged to enroll in and complete the [Workload Policy Revisions Training via BRIDGE](#). Additionally, the Guideline Implementation Checklist is attached to this communication and linked in the policy manual and in BRIDGE. This revision, approved by UNT President Harrison Keller, took effect on October 22, 2024.

Please share this memo with faculty members in your respective colleges and departments. If you have any questions or concerns, please contact me directly.