

Department of Biomedical Engineering Workload Guidelines

In accordance with UNT Policies 06.027 Academic Workload, 06.007 Annual Review and 06.004 Faculty Reappointment, Tenure and Promotion, and its own Department Charter Bylaws and Tenure and Promotion Policy, the Department of Biomedical Engineering will implement the following workload assignment guidelines:

- 1) In accordance with UNT policy 06.027, the Biomedical Engineering department Chair will determine workload guidelines for tenure-track, tenured and non-tenure track faculty in the department.
- 2) During the spring semester of each academic year, the Chair will consult with each faculty member and subsequently determine appropriate individual workloads. The workload will be communicated to the faculty by email and a printout.
- 3) The department of Biomedical Engineering and its mission, vision and goals are fully aligned with those of UNT and the College of Engineering. Also, the department understands that its faculty play an important role in realizing research goals for the university and the college. Strong growth in research attracts quality graduate students – both MS and PhD. Strong research allied with strong teaching brings in quality undergraduate students to the department and contributes to the diversity of the student body. Keeping this objective in mind, tenured and tenure-track faculty who are active in research, will have a teaching load of (1+1) in the academic year. ‘1’ refers to one, organized class meeting (10% of teaching load each semester). Such faculty, will be expected to grow their research, increase scholarly productivity and improve yield of MS and PhD graduates, as defined in the tenure and promotion criteria for the department. As part of adding value to the department/college/university, faculty classified as research active will be expected to show evidence of research productivity and scholarship to be on a (1+1) teaching load. Such faculty will have a research load of 70%; a teaching load of 20% (2 courses in an academic year) and a service load of 10%. Service load is defined by membership or activity in a department/college/university committee. As a general guidance, teaching (1+1) courses per academic year, conducting active, externally funded research, publishing refereed papers, advising MS and PhD students, serving on department or university committees and participating within professional societies are average expectations for typical faculty workload who are research active. Administrative workload assignment depends on arrangements for such administrative appointments by faculty with university and/or college administration. For non-tenure track faculty: the typical teaching load will be (4+4), i.e., 80% with a service load of 20% (committee membership as well as student organization mentoring).

- 4) The workload assignment by the Chair will take into consideration variations across the unit, such as faculty productivity in teaching, research and service categories, faculty development leaves, research buyouts, joint appointments, initial tenure-track appointments, graduate and undergraduate program advising, and other faculty activities needed for the fulfilment of department mission and effective operation. The chair will also refer to the tenure and promotion criteria document that clearly outlines expectations from tenure-track and non-tenure track faculty in the department. Adjustments may be requested from the chair on an ad hoc basis and/or in the context of annual workload meetings. The chair may adjust teaching, research and service loads at the beginning of a semester, after notifying the faculty member, depending on emerging needs of the department and faculty productivity. A revised workload notification by email from the Chair will be used to document the changes.