

WORKLOAD POLICY  
DEPARTMENT OF TECHNICAL COMMUNICATION

As UNT Academic Workload Policy 06.027 states, “Workloads for individual faculty are assigned annually, to ensure that the unit meets its instructional responsibility while respecting the faculty member’s academic goals.” Workload agreements (see the Appendix for a sample) are discussed with the Department Chair during annual review. Those discussions focus on performance over the past three calendar years as assessed by the Personnel Actions Committee (PAC).

At the Department Chair’s discretion, individual faculty workloads can be altered based on productivity or performance in teaching, service, or research activities, as well as changing Departmental needs. Faculty may bring any requests for changes in workload percentages to the Department Chair for consideration at the annual review meeting in spring (March or April) to request adjustments for the following academic year or by September of the fall semester to request adjustments for the following spring.

UNT policy stipulates that faculty workload is ultimately the responsibility of the Department Chair.

**STANDARD FACULTY WORKLOADS**

The Policy also states that “Generally, it is expected that a tenure-system faculty member will carry a balanced workload, though in certain cases a major focus on scholarship, on instruction, or on service is warranted. Percentage workload weights in each area of teaching, scholarship, and service must be assigned to allow all tenure-system faculty members to fulfill their role as members of the community by engaging in and pursuing a meaningful program of research and creative activity.”

Typical faculty workloads in the Department are described in Table 1. Each three-credit-hour course counts toward 10% of annual 9-month workload.

Teaching activities in the department are not weighted based on course characteristics because all courses are roughly equivalent in size. Teaching-related activities (e.g., serving on the MA portfolio review committee or directing independent study) are counted as service and do not reduce teaching loads below 40% (4 courses per academic year) for tenure-system faculty.

Table 1. Typical Faculty Workloads

<b>Teaching Emphasis</b> (Non-Tenure-system Appointment)		
4/4 course load	80%	4 days per week over 9 months
Service	20%	1 day per week over 9 months
<b>Teaching – Service Balance</b> (Non-Tenure-system Appointment)		
3/3 or 4/3 course load	60-70%	3 - 4 days per week over 9 months
Service	30-40%	1 - 2 days per week over 9 months

**Teaching – Service Balance**

(Tenured Appointment)

3/3 course load	60%	3 days per week over 9 months
Research	10%	0.5 days per week over 9 months
Service	30%	1.5 days per week over 9 months

**Teaching – Research Balance**

(Tenured Appointment)

2/2 course load	40%	2 days per week over 9 months
Research	40%	2 days per week over 9 months
Service	20%	1 day per week over 9 months

**Teaching – Research Balance**

(Tenure-Track Appointment)

2/2 course load	40%	2 days per week over 9 months
Research	50%	2.5 days per week over 9 months
Service	10%	0.5 days per week over 9 months

**Administration Emphasis**

(Tenured Appointment)

1/1 course load	20%	1 day per week over 9 months
Research	0-20%	0.5 - 1 day per week over 9 months
Service	0-10%	0 - 0.5 days per week over 9 months
Administration	50-80%	2.25 - 4 days per week over 9 months

**ADMINISTRATION/SERVICE ROLES AND WORKLOADS**

Administrative workload is used only for two positions:

- Department Chair, whose administrative responsibilities are set by the Vice President for Academic Affairs (VPAA) and supervised by the Dean of CLASS. Administrative workload is 60-80% (2.5 - 4 days per week over 12 months), with additional compensation from the VPAA.
- Assistant/ Associate Chair, whose position consolidates the responsibilities of the Director of Lower Division Service Courses, Director of Undergraduate Studies, and Director of Graduate Studies. Administrative workload is 50% (2.25 days per week over 9 months), with additional compensation for summer activities when possible with Department funds.

All other service roles of tenure-system faculty (e.g., Director of Graduate Studies, Director of the TECM Comm Lab, etc.) are considered part of the service workload and do not reduce teaching loads below 40% (4 courses per academic year).

**SERVICE ROLES OF NON-TENURE-SYSTEM FACULTY (E.G., DIRECTOR OF CORPORATE RELATIONS, DIRECTOR OF STUDENT RECRUITING, ETC.) ARE ALSO CONSIDERED PART OF THE SERVICE WORKLOAD AND MAY REDUCE TEACHING LOADS BUT NOT BELOW 60% (SIX COURSES PER ACADEMIC YEAR).RESEARCH WORKLOADS**

For tenure-system faculty, acceptable levels of research or scholarly productivity are defined by the PAC evaluation guidelines and procedures. (See Table 2, which was developed to support the Department’s Retention, Promotion and Tenure Guidelines.)

Table 2. Three-Year Research Productivity Levels

	<b>50% Research</b>	<b>40% Research</b>	<b>20% Research</b>	<b>10% Research</b>
Outstanding	5+ articles	4+ articles	3+ articles	2+ articles
Very Good	4	3	2	1
Acceptable	3	2	1	1 other <sup>1</sup>
Needs Improvement	2	1	0	NA
Unsatisfactory	1 or fewer	0	NA	NA

Research workload may be adjusted down when a faculty member receives an assessment less than “acceptable” for two consecutive annual reviews. Similarly, research workload may be adjusted up when a faculty member receives an assessment greater than “acceptable” for two consecutive annual reviews.

APPROVED BY THE EXECUTIVE COMMITTEE: October 25, 2019

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<sup>1</sup> See the list of “other kinds of publications” in the department’s Retention, Promotion and Tenure Guidelines.

APPENDIX  
Department of Technical Communication  
Workload Agreement  
Fall 2018-Spring 2019

Faculty member: Teaching – Service Balance (non-tenureable appointment)

Teaching: 60% (3 fall/3 spring)

Research: 0%

Service: 40%

- Director of Corporate Relations (30%)
  - Promoting internship and full-time placements of majors
    - Communicating opportunities to both students and to employers
    - Coordinating with UNT Career Center
    - Coaching individual students
    - Participating in campus events
  - Supervising internship courses
  - Soliciting industry partners for client-based course projects
  - Engaging with alumni and employers to encourage continuous improvement of department programs
- Member, MA portfolio review committee (fall) (5%)
- Member, Undergraduate Committee (UGC) (5%)

\_\_\_\_\_

Date: \_\_\_\_\_

Faculty Member

\_\_\_\_\_

Date: \_\_\_\_\_

Chair