

1. DEPARTMENT OF ANTHROPOLOGY FACULTY WORKLOAD

2. January 10, 2020

3. This policy statement is designed to provide the Department of Anthropology with procedures to implement university and college guidelines pertaining to faculty workload, merit evaluation, reappointment, promotion, tenure, and post-tenure review. As a diverse group of scholars specializing in significant areas of applied and non-applied scholarship, we are united by our commitment to address pressing social concerns in local, national, and global communities, thereby generating the intellectual discoveries that arise in the interaction between theory and practice (Henry et al. 2014, Boyer 1990). Our criteria for merit, tenure and promotion reflect the value we place on applied scholarship as well as non-applied scholarship, and we conceptualize applied anthropology as encompassing client/organization/community centered work, critically engaged advocacy, public anthropology, and whose charge it is to assess and solve practical social problems. The Department of Anthropology abides by the relevant policies for faculty at the college and university levels in accordance with UNT Policy 06.027.

A. Faculty Workload

4. The department chair is responsible for ensuring that the faculty meets performance expectations, and that adjustments in teaching, research/scholarship, and service loads are made in accordance with the department's instructional needs. The department's top priority is quality staffing of classes with a combination of tenured and tenure-system faculty, lecturers, instructional assistants, and adjuncts.
5. Annually, at the beginning of each academic year, the chair meets with each faculty member to determine workload distribution of his/her workload for the next academic year among the three areas of performance: teaching (T), research/scholarship (R), and service (S). The workload distribution will be the basis for the weights used in calculating the faculty member's weighted merit evaluation score. During that annual meeting the faculty member has an opportunity to request adjustments to workload. Upon agreement between the chair and the faculty member, the requested adjustments may be made for the next academic year. The workload distribution and % of effort will be selected from one of the four options listed in Table I and documented on a form provided

by the chair prior to the annual merit evaluation process. The chair may adjust teaching, research/scholarship, and service loads at any point, after consulting with the faculty member, depending on emerging needs of the department or its academic programs. Overall the departmental balance should approach 40% (teaching), 40% (research/ scholarship), and 20% (service).

6. Teaching: Normally, each three-hour course represents approximately 10 percent of the workload. Adjustments in this percentage may be made by the chair depending on class size, innovative instructional methods, or other instructional measures requiring an extraordinary investment in faculty time. Reductions in teaching load are intended as offsets for extraordinary service or research duties. Faculty in their first year of employment at UNT may be granted a one course reduction from the normal teaching load to facilitate adjusting to their new work environment. Lecturers, senior lecturers, and principal lecturers will normally have an 8 course load and thus select the "Teaching Emphasis" from Table 1. Summer teaching is normally a separate contract period and not considered part of the nine-month workload assignment.
7. Research and Scholarship: It is expected that the percentage of research and scholarship reflects active engagement in applied scholarly activities. As part of the merit review documentation, faculty members will list all research projects in progress with an anticipated timeline for submission, resubmission, and publication of articles, book chapters, books, and grants.
8. Service: Faculty members will list all service activities in which they engage for review during the meeting with the chair during the workload at the beginning of the academic year. These activities may take place with the department, college, university, profession and/or community. The activities include but are not limited to committee service undergraduate and graduate administrative service duties, unpublished manuscript review and grant proposal review.
9. Note on Faculty Development Leave (FDL): a tenure-system faculty member away on FDL will have the following workload for the duration of the leave:
 10. Teaching: 0%
 11. Research: 100%
 12. Service: 0%
13. Tenure-system faculty, other than administrators, will have a "Balanced Emphasis" workload assignment (T-R-S). Faculty may carry a service workload

of not less than 10 percent or more than 20 percent, except those holding university administrative appointments (director of graduate studies, chair, associate chair, dean). Faculty with an administration role will have an “Administrative Emphasis” workload assignment. The department chair will typically have a two-course reduction and other administrators will have a one-course reduction for the duration of their service. Faculty opting for a teaching emphasis normally carry a teaching workload of at least 80 percent and teach at least eight courses during the contract period. The teaching option is available only for lecturers, or under extraordinary circumstances to tenured faculty. Table 1 summarizes these options for workload assignment.

14. Upon receipt of substantial external research grants, faculty may buy out courses and thus move to a “Research Emphasis.” These decisions will be at the discretion of the chair, who needs to ensure the quality staffing of classes.

15. Table 1. Workload Options

16. Option 1: Balanced Emphasis	17. Option 2: Teaching Emphasis	18. Option 3: Administrative Emphasis	19. Option 4: Research Emphasis
20. Teaching (30-50%)	21. Teaching (80%)	22. Teaching (10- 40%)	23. Teaching (0-30%)
24. Research (30-50%)	25. Research (0%)	26. Research (0- 40%)	27. Research (30-80%)
28. Service (10-20%)	29. Service (20%)	30. Service (30- 80%)	31. Service (10-20%)

32. Some restriction apply to the teaching load percentages. Work load must be at least 10% unless a faculty is a fulltime administrator or an FDL. A zero load for research is only permissible for lecturers or full time administrators.