

Department of Counseling and Higher Education
Faculty Workload Guidelines
(October 2019)

Preface

The department chair is responsible for ensuring that faculty performance expectations are fair, equitable and transparent as required in UNT Policy 06.027. Any adjustments in teaching, scholarship and service, should follow the process outlined in UNT Policy 06.007 and 06.004, and align with the *College of Education Expectations for Workload and Annual Review*. Workloads may vary depending on the needs of the department and the role (s) of individual faculty members. Regardless of assigned workloads, each faculty member's goals should include being an engaged, contributing member of the academic community, providing the best teaching, scholarship, and service possible. This goal should not vary based on workload percentage; only the amount of time and work in each area will vary.

Process for Assigning Workload

The distribution of workload among the three areas of teaching, scholarship, and service is negotiated each spring semester at the time of the Department Chair's "Annual Review" of each full-time faculty member. There are three standard workload assignments, one for each category of full-time faculty at UNT: 1) non-tenure-track, 2) tenure-track, and 3) tenured. The workload distribution and percentage of effort will be documented on the attached form and, depending on the emerging needs of the department, may be changed pending further negotiations between the Chair and the faculty member.

Standard Workload Assignments

Standard Workload Assignment for Non-Tenure-Track Faculty

Clinical Faculty

Clinical Faculty engage in major service activities (e.g. directing a clinic or coordinating a program) and therefore have a "**Teaching-Service Balance**": 60% Teaching (3-3 course load), 30% Service, and 10% Research and Creative Activity.

Lecturers

Lecturers have a "**Teaching Emphasis**" workload: 80% Teaching (4-4 course load), and 20 % Service. Teaching workload may vary depending on other major service or administrative duties (e.g. program coordination).

Standard Workload Assignment for Tenure-System Faculty

Tenure-Track Faculty

Tenure-track faculty have a "**Research-Teaching Emphasis**" workload: 40% Teaching (2-2 course load), 50% Research, and 10% Service. New tenure-track faculty members may receive one course release, for research, within their first 2 years at UNT. With prior approval, tenure-

track faculty members may receive a workload modification (i.e. a reduction in teaching load) for significant grant-related buyouts.

Tenured Faculty

Tenured faculty have a “**Research-Teaching Balance Emphasis**” workload: 40% Teaching (2-2 course load), 40% Research, and 20% Service. With prior approval, tenured faculty members may receive a workload modification (i.e. a reduction in teaching load) for significant grant-related buyouts, major service or administrative duties (e.g. directing a program, clinic or center).

Expectations/Responsibilities for Each Workload Category

Workload Expectations/Responsibilities for Non-Tenure-Track Faculty

Clinical Faculty

Clinical faculty have a Teaching load of 60% (3 courses each long semester), a Service load of 30% (12 hours or 1.5 days per week), and a Research/Creative Activity load of 10% (4 hours or half a day).

Lecturers

Lecturers have a Teaching load of 80% (4 courses each long semester) and Service load of 20% (8 hours or 1 day per week).

Workload Expectations/Responsibilities for Tenure-System Faculty

Tenure-Track Faculty

Tenure-track faculty have a Teaching load of 40% (2 courses each long semester), a Research load of 50% (*generally* equates to producing one article or equivalent per semester), and a Service load of 10% (4 hours or half a day per week).

Tenured Faculty

Tenured faculty have a Teaching load of 40% (2 courses each long semester), a Research load of 40% (*generally* equates to producing one article or equivalent per semester), and a Service load of 20% (8 hours or 1 day per week).

Process for Addressing Variations

A faculty member’s request for a workload variation in the next academic year should go through the CHE Department Chair at the time of that faculty member’s annual review and meeting with the Chair. The Department Chair, in consultation with the COE Dean, makes the final decision on the faculty member’s request. As the need arises, re-negotiations of a faculty member’s workload can occur at other times during the academic year.

Faculty Workload Request Form

Academic Year: _____

Faculty Name: _____

Teaching Requested Fall %: _____ Spring %: _____ Average % _____

Please discuss briefly anticipated/relevant teaching activities *beyond* normal course load or advising/mentoring, if any.

Scholarship Requested Fall %: _____ Spring %: _____ Average % _____

Please list below projects which will support or are supporting development of your overall research agenda. List no more than 5 publication projects or 2 grant projects, prioritizing the most developed and/or likely to be accepted activities.

Service Requested Fall %: _____ Spring %: _____ Average % _____

List below your specific assignment within the department, if any, as discussed with the department chair. Please provide a 2-3 sentence description of the activity. Please consult with the department chair if you would like to request additional assignments.

The rest of faculty service will be dedicated to college, university and professional contributions which will be reflected in your Faculty Annual Review report in the spring.

Workload Assignment (to be completed by department chair)

Considering your request and the needs of the department, your workload assignment for the next academic year is:

- ___ Teaching
- ___ Scholarship
- ___ Service (including the following specific assignment: _____)

Chair's comments:

Natalya A. Lindo, Department Chair

Date

Faculty Member

Date