Department of Materials Science and 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 by Laws and Tenure and Promotion Guidelines the Department of Materials Science and Engineering will implement the following workload assignment guidelines. During Spring semester, the Chair in collaboration with each faculty member will determine appropriate individual workloads and will use email to communicate the workload.

Given the current enrollment of the MTSE undergraduate and graduate programs and commensurate faculty size, teaching course loads will not likely exceed on average 2+1 per academic year. Further, the generation of external funding and scholarship are considered key components in mission of the department. Consequently, the typical faculty workload will consist of Teaching 30-40%, Research 50-60% and Service 10-20%. Untenured faculty, especially 1st and 2nd year assistant professors, will be strongly encouraged to limit service to no more than 10%.

As a general guidance, teaching 2+1 courses per academic year, conducting 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 of 30-40% teaching, 50-60% research, and 10-20% service. Administrative workload assignment depends on arrangements for such administrative appointments by faculty with university and/or college administration. A lecturer’s workload is expected to be 80% teaching and 20% service. The course load will be assigned by the Department Chair per discussion with the lecturer.

The workload assignment by the Chair will take into consideration variations across the unit, such as faculty productivity in teaching, class size, 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. Associate chairs, undergraduate advisor, and graduate advisor may receive workload adjustments at the discretion of the Chair. The chair may adjust teaching, research and service loads at any point, after consulting with the faculty member, depending on emerging needs of the department and faculty productivity. Faculty can request workload adjustments during the consultation process. A revised workload notification by email from Chair will be used at such cases.