Workload Guideline
Department of Electrical Engineering
December, 2019

In accordance with UNT Policies 06.027 Academic Workload, 06.007 Annual Review and 06.004 Faculty Reappointment, Tenure and Promotion, and its own Tenure and Promotion Policy, the Department of Electrical Engineering will implement the following workload assignment guideline.

During the 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 undergraduate and graduate programs and commensurate faculty size, teaching course loads will not likely exceed on average 2+2 per academic year. Further, the generation of external funding and scholarship are considered key components of the mission of the department. Consequently, the typical tenure-system faculty workload will consist of Teaching 20-40%, Research 40-60% and Service 10-20%. Untenured faculty, especially 1st and 2nd year assistant professors, will be strongly encouraged to limit Teaching to no more than 30% with approval of the Chair. The typical workload for lecturers is Teaching 80% and Service 20%.

As a general guidance, teaching 2+2 courses per academic year is the expectation for 40% teaching workload. Other teaching activities include, but are not limited to supervising graduate students, mentoring undergraduate students research and senior design projects, TAMS students, new courses development, and other activities listed in the Department Promotion and Tenure criteria. Every effort is made to compensate for student mentoring loads, class sizes, or new course assignments.

The research activities include but not limited to peer-reviewed journal articles and conference papers, funded research grants and research grant proposal submissions, presentations in workshops and seminars, publication awards, and other activities listed in the Department Promotion and Tenure criteria. The expectation of 40% research includes two research publications, mentoring of two graduate students, and submitting a proposal to an external agency, or participation in an externally funded project, or by demonstrating substantial work in progress to publication, funding, and student mentoring. The Chair may consider these activities in a given year, as well as the average during the last three years.

The service activities include both the University services and Professional services. The University services include but not limited to committee assignments (to the Department, College, and University), advising student organizations, student recruitment, and outreach. The professional services include but not limited to offices held in professional
organizations, major committee assignments in the professional organizations, editorial activities, organization of conferences, reviewer for journals and conference proceedings, and reviewer for grant proposals, and other activities listed in the Department Promotion and Tenure criteria.

Faculty may request workload adjustment from the chair during the annual workload consultation in the Spring semester or on an ad-hoc basis as needed. 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 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. A revised workload notification by email from Chair will be used for such cases.