

Mayborn School of Journalism

WORKLOAD GUIDELINES

Adopted by faculty April 5, 2019

Revised November 26, 2019

The associate dean is responsible for assigning faculty workloads. The associate dean will do so under these departmental guidelines, the school annual evaluation policy and in UNT Policy 06.027.

To define workload, considering a 40-hour work week and recognizing that individual work weeks can vary, 20% of a work week is equivalent to eight hours of work. For example, a faculty member with 20% of the workload dedicated to service is generally expected to spend eight hours a week on service activities. Or, a faculty member with a 50% teaching load is expected to spend 20 hours per week on teaching activities. Because at any given time, insufficient faculty resources may be available to achieve this balance, the Mayborn School of Journalism acknowledges this goal is achieved through the regular hiring and evaluation processes. The decision regarding workload assignments rests with the associate dean. *(Adapted from UNT Department of Communication Studies Faculty Workload policy.)*

ADMINISTRATION EMPHASIS WORKLOAD

Administration emphasis

This workload is available only to faculty serving as associate dean or in another administrative assignment.

Service/Administration	50-90%
1-0 or 1-1 course teaching load	10-20%
Research	0-20%

Other workload percentages may be negotiated with the dean or the provost.

STANDARD WORKLOADS FOR TENURE-SYSTEM FACULTY

Standard Workload-Tenured

This is the standard workload for tenured faculty.

3-2 course teaching load	50%
Research/Creative	30%
Service	20%

Standard Workload-Probationary

Tenure-track faculty will be given a reduced teaching and service load so they can concentrate on research and creative work while seeking tenure.

2-2 course teaching load	40%
Research/Creative	50%
Service	10%

ALTERNATIVE WORKLOADS FOR TENURE-SYSTEM FACULTY

The associate dean may assign alternative workloads with varying distribution of teaching, research, and service responsibilities to specific faculty members if the associate dean determines that the alternative workload is in the best interest of the school. For example, a faculty member might be assigned an increased teaching load because of the lack of availability of instructors for a required course. The following are the most common examples.

Tenure-System Research/Service Emphasis Workload

This workload generally applies to faculty with significant research work and/or service or administrative roles such as graduate director or student media adviser.

2-2 course teaching load	40%
Research	30-50%
Service	10-30%

Tenure-System Teaching Emphasis Workload

This workload is for tenured faculty members with a greater teaching role.

3-3 teaching load	60%
Research/Creative	10-30%
Service	10-30%

Tenure-System Special Circumstances Workload

Additional adjustments to workload are possible based on the interests and needs of the unit.

WORKLOADS FOR LECTURERS

The workload for lecturers will consist only of teaching and service, with the balance between these determined by the associate dean in light of the needs of the department.

Lecturer Standard Workload

4-4 course teaching load	80%
Service	20%

ALTERNATIVE WORKLOADS FOR LECTURERS

Lecturer Service Emphasis

This workload is for faculty with extensive service commitments such as directing the Mayborn Conference or serving as a student media adviser, such as to the North Texas Daily, NT Daily TV, or SWOOP. Some course reductions may be extended for professional or creative projects that benefit the Mayborn School of Journalism and/or UNT. These could include reports, white papers, articles, videos, documentaries, special projects with industry partners, e.g. print/digital newspapers, magazines, radio, TV, podcasts, public relations agencies, advertising agencies or presentations to industry groups that help raise the profile of the school. These workload changes must be negotiated with the associate dean in consultation with the PAC.

3-3 course teaching load	60%
Service	40%

DETERMINATION OF WORKLOAD

Each spring semester the associate dean will determine the workload for each tenured faculty member for the following academic year. In doing so, the associate dean will take the following factors into consideration:

1. The annual evaluation of faculty from the past three years
2. An assessment of the faculty member's research productivity
3. School needs in the areas of teaching and service
4. Consultation with the faculty member

The associate dean will determine lecturers' workloads based on the needs of the department and consultation with the faculty member. Faculty members may request an adjustment in the workload during the consultation process. Faculty members may schedule their consultation after receiving annual evaluations from the associate dean. Consultations will be held until the end of the Spring semester.

The associate dean will notify faculty members in writing of their assigned workload by the end of the spring semester.

In making the determination of workload for tenure-system faculty, the associate dean will follow the MSOJ Annual Faculty Evaluation Policies and Criteria and UNT policy 06.007 to determine what is considered excellence in research and creative work. Tenured faculty who achieve “exceeds expectations” in research for two of three consecutive years in both their school Personnel Affairs Committee (PAC) annual evaluation and associate dean annual evaluation will be eligible for the 40-40-20 research emphasis workload, depending upon the needs of the school.

Probationary tenure-system faculty will be assigned a standard research emphasis workload, listed above, throughout their probationary period, depending upon the needs of the school.

Faculty reverting from an administrative workload (such as associate dean or other administrative duties that amounted to more than 50% of the faculty member’s workload) will have the option to be assigned a standard research emphasis workload or an alternative workload.

MOVING FROM A HEAVIER COURSE TEACHING LOAD BACK TO A 3-2 OR LIGHTER COURSE LOAD

A tenured faculty member who has been shifted to (or opted for) a higher teaching load will remain on that teaching load for at least two academic years. A faculty member may transition from a heavier to a lighter teaching load in one of the following ways:

1. The faculty member may, with the agreement of the associate dean, arrange to perform significant service (such as graduate director or media adviser) in order to transfer 10 to 20 percent of their workload from teaching to service.
2. While on a heavier teaching load, the faculty member may submit a research or creative proposal to the associate dean. The proposal should include specific benchmarks (such as sources to be consulted, research trips to be made, conference papers to be presented, and draft articles or book chapters or elements of digital projects to be completed). The proposal should indicate dates by which those benchmarks will be met. The associate dean, in consultation with the PAC, will review the research proposal and may require amendments. If the associate dean accepts the research proposal, the faculty member will be assigned a 3-2 teaching load. If the faculty member fails to meet the benchmarks as outlined in the research plan, the associate dean will return the faculty member to the previous heavier teaching load.
3. The faculty member meets or exceeds teaching and service expectations and exceeds research expectations for the most recent two consecutive years in both their school Personnel Affairs Committee (PAC) annual evaluation and their associate dean annual evaluation.

PROCESS FOR FACULTY COMPLAINTS

Faculty member complaints about workload will be handled as follows:

1. Faculty members wishing to complain about their course load for the following academic year must file their complaint with the associate dean and the PAC within 14 calendar days of the day when the associate dean has notified faculty of their workload assignments for the next academic year. The faculty member's complaint should include an evidence-based argument as to why the proposed workload assignment is not in conformity with the guidelines in this policy.
2. Within five business days of receipt of the faculty member's complaint, the associate dean must respond in writing to the faculty member's complaint and confirm or change the workload.
3. If the complaint is not resolved, the faculty member may appeal to the MSOJ dean. The faculty member must appeal within five business days of receiving the associate dean's response to the complaint. The dean must respond within five business days of receiving the faculty member's complaint.
4. If the complaint is not resolved, the complaint may be referred to the University Faculty Grievance Committee under UNT Policy 06.027.