Workload Guidelines

1. Submit workload guidelines and a memo noting changes to existing guidelines.

2. Deadline for submission to online portal: **April 15, 2019**.

3. Link to online portal: **https://vpaa.unt.edu/academic-workload**

4. Workload guidelines should include, at a minimum, and in the following order:

   I.   Process for Assigning Workload
   II.   Definitions of Standard Workload Assignments
   III.   Expectations/Responsibilities within Each Workload Category
   IV.   Process for Addressing Variations

*Additional Note: Beginning fall 2019, the FIS team will request workload assignments for faculty semester by semester so that they can calculate assignments for both the academic year and calendar year. **Please align your guidelines so that there is a provision for reporting on a semester by semester basis.** For example, a chair meets with faculty in late spring (April 2019) to confirm workload assignments for the following academic year (Fall 2019/Spring 2020). In early fall (September 2019) and again in early spring (January 2020), the workload allocation is validated through FIS.*

October 16, 2018

MEMORANDUM

TO: **Deans, Associate Deans, & Department Chairs**

FROM: **Christy Crutsinger**

This year the Provost is asking each college/department to review their workload guidelines.   As your unit begins the review process, please use these basic assumptions in framing your work:

- Workload assignments must be fair, equitable and transparent and aligned with UNT Policy 06.027.

- Workload assignments must align with the faculty evaluation process as outlined in UNT Policy 06.007 and 06.004 (Annual Review and Faculty Reappointment, Tenure and Promotion).

- A faculty member's workload must be consistent with the department, college, and institutional mission.

- Workload assignments must remain flexible enough to allow for negotiated efforts that focus on specific activities consistent with the university mission.

- Department chairs are responsible for assigning faculty workload and are required to meet with faculty annually to discuss the workload assignment.

At a minimum, please make certain that your unit workload guidelines address the following:

1. Outline the process for assigning workload (see example Workload Agreement).

2. Define standard workload assignments (see Example Faculty Workload Tenure System/ see Example Faculty Workload Non-Tenure System).

3. Clarify the expectations/responsibilities within each workload category, including administrative workload.
   KHPR Example: *A normal expectation for 20% research/scholarship workload (one day on average a week) is 1-2 refereed articles per year in high-quality, peer-reviewed academic journals or an equivalency of other peer reviewed outputs. A normal expectation for 40% research/scholarship workload is 2-3 refereed articles per year in peer reviewed academic journals or an equivalency of*

other peer reviewed outputs.

4. Develop process for addressing variations across the unit and making adjustments (i.e., study leaves, research buyouts, initial tenure-track appointments, coordination of multi-section courses, program coordinators, and productivity).
    PADM Example*: Faculty in their first year of employment at UNT may be granted a one course reduction from the normal teaching load. Program coordinators normally receive a one-course reduction for the duration of their service.*
    Example:* 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.*

Please upload your workload guidelines and a memo outlining the changes to the online portal **by April 15, 2019**.

https://vpaa.unt.edu/academic-workload

 If you have any questions, please do not hesitate to contact me at christyc@unt.edu or 940.369.7911.

Example Workload Agreement
Department X
2019-2020

Faculty member_____ **Workload Emphasis:** _____

Teaching _____%

Percentage of time	Description of Proposed Activities

Research _____%

Percentage of time	Description of Proposed Activities

Service _____%

Percentage of time	Description of Proposed Activities

Administration _____%

Percentage of time	Description of Proposed Activities

_____   _____
Faculty signature   **date**   **Chair signature**   **date**

Table 1. Example Faculty Workloads, Tenure-System [+]

Workload Model	% Effort
Teaching – Research/Creative Activity Balance	
3-2/3-3 course load teaching**	50-60%
Research and creative activity	30-50%
Service	10-20%
Administration	*
Teaching-Service Balance	
3-3 course load teaching**	60%
Service	30%
Research and creative activity	10%
Administration	*
Research/Creative Activity- Teaching Balance	
Research and creative activity	40-50%
2-2 course load teaching**	40%
Service	10-20%
Administration	*
Teaching Emphasis	
4-4 course load teaching**	80%
Research and creative activity	10%
Service	10%
Administration	*
Administration Emphasis	
Administration	50-70%
1/ 1-1 course teaching load**	10-20%
Research and creative activity	10-20%
Service	10%
Research Emphasis	
Research and creative activity	70-80%
1/1-1 course load teaching**	10-20%
Service	10%

+ Refer to [UNT Policy 06.007] and the [VPAA-160] form for examples of activities in each category.

*Please clarify in your workload guidelines the types of activities that count for administrative workload (e.g., coordinator of special programs or multi-section courses, graduate advisor, department chair).

**Please clarify in your workload guidelines any specific weighting of teaching activities (e.g., class size, clinical courses, field experience supervision).

Table 2. Example Faculty Workloads, Non-Tenure System[+]

Workload Model	% Effort
Teaching Emphasis	
4-4 Course Load Teaching **	80%
Service	20%
Administration	*
Teaching – Service Balance	
3-3 course load teaching**	60%
Service	40%
Administration	*
Teaching-Administration Balance	
Administration	40-50%
2-2 course load teaching**	40%
Service	10-20%
Teaching-Clinical Balance	
3-3 course lead clinical teaching/supervision**	60%
Research or professional productivity	20%
Service	20%
Research	
Research & creative activity	80-90%
Service	10-20%

+ Refer to [UNT Policy 06.007](#) and the [VPAA-160](#) form for examples of activities in each category.

*Please clarify in your workload guidelines the types of activities that count for administrative workload (e.g., coordinator of special programs or multi-section courses, graduate advisor, department chair).
**Please clarify in your workload guidelines any specific weighting of teaching activities (e.g., class size, clinical courses, field experience supervision).