

Workload Assignment Guidelines

Introduction

One of the goals of the Department of Management is to allow individual faculty the greatest opportunity to enhance professional development to the greatest possible extent. Concurrent with this is the goal to create a program of instruction, which meets the needs of the students. The faculty of the Department of Management believe these two goals to be compatible. To facilitate the accomplishment of our goals, the department will employ the University's workload policy, which permits faculty to perform and be evaluated according to work assignment distributions with some flexibility.

The department is expected to maintain a 40-40-20 workload assignment (40% teaching, 40% research, 20% service) on average for all the faculty. Each course taught is 10% of the work assignment distribution. Within this target, multiple variations are possible. Below are examples taken from the university policy. These general work assignment distributions are provided as examples, but other alternatives are possible. The department recommends 20% service as the standard for all faculty unless circumstances permit another alternative.

Appendix A presents UNT Policy 15.1.9 ACADEMIC WORKLOAD. It should be read carefully and understood by all faculty members. It contains a number of workload examples for review. The Department of Management may or may not be able to adopt any particular example based upon the needs of the department as authorized in this UNT policy.

The determination of a work assignment distribution for each faculty member is ultimately the prerogative of the Department Chair who reviews the faculty member's strengths, career aspirations, preferences, and the needs of the department. The Department Chair will consider such issues as UNT policies, department norms, equity distribution, and the like in determining workload assignments. Workload assignments and weights will be determined annually during the performance evaluation interview. At the time that FARs are submitted, faculty members may request an adjustment in their weights the following year. Weights must conform to the ranges established by UNT Policy 15.1.9 with appropriate justification.

The requirements stated below for workload assignment examples are intended to serve as guidelines only. On occasion, the Department Chair might find it necessary to deviate from these guidelines as circumstances dictate. Insufficient activity past the 3-year evaluation period for any work assignment distribution may result in a workload change.

Example 1: 40-40-20 Teaching & Research Emphasis

Threshold Requirements: To participate in example 1, a faculty member should have demonstrated some degree of success in the research area. Evidence of success might be a journal article published in a refereed journal during the past three-year evaluation period. (See Faculty Reappointment Requirements later).

Continuation Requirements: Continuation in example 1 is dependent upon continued productivity in the research area. Evidence of such success might be a paper presentation at a major national conference, one article published in a Class A journal and one article published in a Class B journal during the previous three year evaluation period, or three Class B journal articles during the previous three year evaluation period.

Example 2: 80-0-20 Teaching Emphasis¹

Threshold Requirements: Example 2 requires that the faculty member demonstrate an aptitude for teaching and a willingness to exert time and effort in the continuous improvement of that function. This can be demonstrated by consistent performance at level 2 or better on the Teaching Factor of the departmental evaluation document. (See Faculty Reappointment Requirements later).

Continuation Requirements: Continuation in option 2 requires that the faculty member make diligent efforts to upgrade instructional effectiveness, contribute to the literature in instructional development, and make improvements in course and program content. Consistent departmental evaluations of level 3 or above on the Teaching Factor of the departmental evaluation document would serve as evidence of this ability.

Example 3: 30-50-20 Research Emphasis

Threshold Requirements: This option should be reserved for faculty who are truly outstanding in the quality and quantity of their research output.

Continuation Requirements: If the faculty member is to continue participating in this assignment, a consistent record of successful academic research and publication is necessary.

Example 4: 60-20-20 Transition Emphasis

Threshold Requirements: This example concerns a faculty member in Example 2 (teaching) who wishes to move to Example 1 or 3 (balanced or research). The department recommends that a transition workload be used the first year to ensure the faculty member has time to develop a research program before being evaluated using a higher research percentage. In order to begin this transition, the faculty member must submit an acceptable research plan.

Continuation Requirements: Continuation in example 4 is dependent upon continued productivity in the research area. At the end of the first and second years, the faculty member can be assigned a higher research percent if appropriate. The transition can last up to 3 years. At that point an evaluation will be done to determine if continuation is warranted, or a different workload is more appropriate based upon research productivity and at least one Class A journal article is published or in press.

¹ Lecturers typically follow this workload emphasis.