

MARKETING DEPARTMENT FACULTY WORKLOAD OPTIONS

Faculty workloads at the University of North Texas shall be developed according to the following standards and criteria. (Calculations of teaching load credit are related to meet certain State reporting requirements, and do NOT determine actual work assignments, especially for instruction.)

In order to permit the development of varying total workloads, tenured faculty may - **SUBJECT** to the instructional and service needs of the department or unit – select from three general distributions of effort amount teaching, research/creative/professional activity, and service at the departmental, college of or university level. Since expectations for tenure require that an individual be outstanding in either teaching or research/creative activity and good in the other as well as in service all non-tenured faculty eligible for tenure will normally select only Option 1. Any departures from the policy of Option 1 for non-tenured faculty (who are eligible for tenure) must be approved in advanced in writing by the Provost. In all options, administrative assignments, as determined by the dean, can account for up to 50 percent of a total workload. Lecturers are subject to other workload policies and standards of evaluation. Faculty will use the Department of Marketing Planning Objectives Form to report selection of options and weights.

- Option 1. Teaching and research/creative/professional activity both account for a minimum of 30 percent and a maximum of 50 percent of total workload, with university service accounting for 10-20 percent. This option should entail a **MINIMUM** of the equivalent* of five lecture courses or seminars per academic year.
- Option 2. Teaching accounts for 70-90 percent of the total workload, with university service accounting for 10-30 percent. This option should entail a **MINIMUM** of the equivalent* of eight lecture courses or seminars per year. This option has an intellectual contribution requirement in the instructional on development area requirement.
- Option 3. Research/creative/professional activity accounts for a minimum of 50 percent and a maximum of 60 percent of total workload, with teaching accounting or 20-30 percent and university service accounting for 10-20 percent. This option entails a minimum of three lecture courses or seminars per academic year, and is available only to those with demonstrated records of research/creative activity or strong potential for success in such activity.

*The equivalence between graduate classes, undergraduate classes, and other forms of instructional activity shall be consistent with the total workload and teaching load section of this document. The use of equivalents to reach minimum option 1 and 2 workload requirements will be at the option of the department chair based on departmental needs.

The department will evaluate its standards/criteria for promotion and tenure for tenured and tenure-eligible faculty in view of the impact of the workloads.

All faculty must be evaluated in all three areas: teaching, service, and research/scholarly/creative activity. The department PAC will use the appropriate weights from options 1, 2, or 3 in conjunction with the Performance Evaluation Form (See UNT Policy Manual under 'Academic Workloads'; Faculty Handbook 'forms') to establish the overall rating of each faculty member within the department.

All faculty will be expected to teach at least the equivalent of three undergraduate semester hours for each 15-20 percent of effort in instruction. Faculty members selecting option 2 with teaching assignments accounting for 70-90 percent of the total workload should be responsible for 12-15 undergraduate semester hours of instruction per semester, or a minimum of eight courses per academic year (two long semesters). Faculty members selecting Option 3 with teaching assignments of 20-30 percent should teach at least three to six undergraduate hours per semester, or a minimum of three courses per year.

The assignments of workloads are subject to the following criteria:

- a. Each workload must be developed in the context of the instructional and service needs of the department (i.e., the department must have a total distribution of faculty effort that meets basic needs for instruction and service. The department has a mandated responsibility to have 75 % of all credit hours taught by full time faculty. The student credit hours per full time activity must fall in the 300 - 320 SCH\FTE per semester.)
- b. Each workload will be negotiated between the faculty member and the department chair, and approved by the dean.
- c. Selection of a specific option will depend on a faculty member's previous professional performance (especially in research/creative activity) as well as future professional interests.
- d. Faculty members may change their workload option (subject to the constraints noted in paragraphs a, b, and c, have), but will be evaluated with these using the percentage of effort in the new option in the next merit evaluation cycle. (When approved by the dean, department chairs may authorize an additional year of evaluation using the percentage of effort in the previously selected workload option.)
- e. All faculty are advised to consult current department, college, and university promotion/tenure standards prior to negotiating an option.

Total Workload and Teaching Load

Most faculty will generate from 9 to 12 teaching load credits each semester; in no case will a faculty member on 100 percent faculty salary teach less than one organized class per semester, and the average for the department shall be 9 teaching load credits each semester. Instructional activities include the following: those activities which generate semester-credit hours; academic advising; the preparation of instructional materials and curriculum materials; and other instructional activities included in the UNT Faculty Workload Report.

I. Instructional Activities

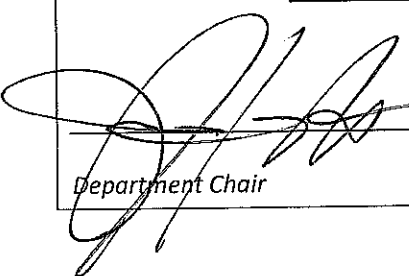
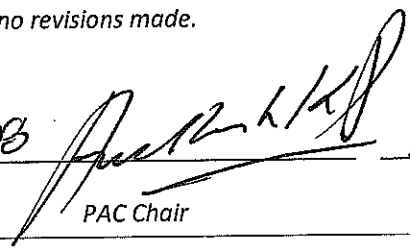
It is intended that the chair and dean have the maximum flexibility (within the limitation set forth below) to "individualize" faculty assignments so as best to achieve the goals of the university and to distribute the total workload as equitable as possible.

- A. In weighing of instructional activities one organized 3-hour graduate class equals 25.0 percent equals 4.5 TLCs of total workload.
- B. In team-taught courses the teaching credit shall be divided in proportion to the amount of effort expended.
- C. Intern supervision shall be credited such that one student supervised equals one-half teaching load credits at the undergraduate level and three-fourths teaching load credits at the graduate level.
- D. Supervision of individual research courses shall provide teaching load credit at the rate of one-tenth teaching load credits for each student semester credit hour of undergraduate instruction and one-fifth teaching load credits for each student semester credit hour of graduate instruction. In no case will individual instruction in a single course generate more teaching load credits than if the course were taught as a regularly scheduled, organized class.
- E. Teaching load credit in the research activity for the supervision of dissertations, shall be provided only to the faculty member directly responsible for supervising the work of the student and at the rate of one-third load credits per semester credit hour of dissertation research for a period of one calendar year.
- F. A faculty member who coordinates several sections of a single course may be given one teaching load credit for each six sections coordinated up to a maximum of three teaching load credits.
- G. Credit may be proportionally increased for teaching a large class, which requires extensive grading or evaluation of student's work by the faculty member, according to the following weighing factors:

Class Size	Weighing Factor
59 or less	1.0
60-69	1.1
70-79	1.2
80-89	1.3
90-99	1.4
100-124	1.5
125-149	1.6
150-174	1.7
175-199	1.8
200-249	1.9
250 or more	2.0

- H. The department chair will receive a maximum of six teaching load credits upon approval of the dean and the provost and vice president for academic affairs. An additional three teaching load credits may be granted to faculty members who assist the unit head in administrative functions, provided such credit is approved in advance by the provost and vice president for academic affairs. The total for departmental administration (including the chair) will not exceed nine teaching load credits.
- I. Limited faculty teaching load credit may be granted for major academic advising responsibilities, for preparing major documents in fulfillment of programmatic needs or accreditation requirements, or for other professional assignments which can be documented as relating directly to the teaching function.

Document reviewed Feb. 20, 2008, with no revisions made.

Department Chair Date PAC Chair Date

Feb. 20, 2008 Feb. 20, 2008