Workload Guidelines
Department of World Languages, Literatures & Cultures
March 27, 2019

The department chair is responsible for assigning faculty workloads. The department chair will do so under the guidelines laid out in these departmental guidelines and in UNT Policy 06.027 - Academic Workload.

I.   Process for assigning workload

Late each Spring semester the department chair, in consultation with the faculty member, will determine the workload for each faculty member for the following academic year. In doing so, the department chair will take the following factors into consideration:

- The faculty member's annual evaluation from that semester
- An assessment of the faculty member's research productivity if the workload involves research
- Departmental needs in the areas of teaching and service

In determining workload for tenure-system faculty, the department chair will be guided by the research expectations for research-active faculty members as defined by the departmental tenure and promotion guidelines.

Probationary tenure-system faculty will be assigned a standard research emphasis workload throughout their probationary period:

2-2 course teaching load	40%
Research	40-50%
Service	10-20%

II.   Definitions of workload assignments

TENURE-SYSTEM FACULTY

Standard tenure-system workload assignments

Standard workload assignments for tenure-system faculty will fall into one of the following categories:
Administration emphasis
Research emphasis
Alternative teaching-research balance

Administration emphasis
(available only to faculty serving as department chair and appointed by the dean)

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

(Or other workload percentages by agreement with the dean or the provost)

Research emphasis
(Standard for tenure-track faculty and for research-productive tenured associate and full professors)

2-2 course teaching load	40%
Research	40-50%
Service	10-20%

(Tenure-track faculty will be given 10% service workloads on the grounds that significant levels of service are not expected of untenured faculty members)

Alternative teaching/research workload assignments

The department chair may assign alternative workloads with varying distribution of teaching, research, and service responsibilities to specific faculty members if the department chair determines that the alternative workload is in the department's best interest.

Teaching/Research/Service balance
(Generally for tenured faculty members whose research productivity is declining)

2-3 or 3-3 teaching load	50-60%
Research	10-40%
Service	10-30%

Teaching/Service/Research balance
(Generally for tenured faculty members who are no longer active in research)

3-4 or 4-4 course teaching load	70-80%
Research	10-30%
Service	10-30%

LECTURERS

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

Standard lecturer workload assignment

| 4-4 course teaching load | 80% |
| Service | 20% |

Teaching/Service balance
(Assumes course reduction in return for extensive service such as undergraduate advising or the coordination of multiple sections of beginning and/or intermediate language courses)

3-3 or 3-4 course teaching load   60-70%
Service   30-40%

III.   Expectations/responsibilities within workload categories for all full-time faculty

Faculty responsibilities will be assigned by the department chair on an individual basis. Each faculty member will complete a Workload Form for each semester (attached), which outlines the expectations for their workload in all areas, to be approved by the department chair and signed by both parties (See I. Process for assigning workload).

The following guidelines will be used in setting expectations, with each *annual* faculty workload totaling 100% to reflect full-time employment:

10%   =   120 hours (4 hours [10% of a 40-hour workweek] x 15 weeks x 2 semesters)
1%   =   12 hours
5%   =   60 hours
20%   =   240 hours
25%   =   300 hours
etc.

<u>Teaching</u>

Each course taught equals 10% of the total workload.
Additional teaching–related activities may increase the overall workload in teaching, following the above guidelines for time spent engaging in those activities. Examples include teaching special problems courses (at the undergraduate or graduate levels), membership in or direction of MA/PhD committees, working with students with Honor's contracts etc.

<u>Research (only applicable to tenure-system faculty)</u>

Research is difficult to quantify in terms of time spent, but faculty members will list all research projects in progress with an anticipated timeline for submission, resubmission, and publication of articles, book chapters, books, etc.

<u>Service</u>

Using the guidelines above to reflect the time devoted to a particular responsibility, faculty members will list all service activities in which they plan to engage. These activities may take place at various levels (language section, department, college, university, professional community) and may range from committee service to other activities such as student

recruitment, faculty mentoring, organizing/contributing to section or departmental events, extra-curricular activities, student clubs, undergraduate or graduate student advising, coordinating multiple language sections at the beginning and intermediate levels, organizing and directing study abroad programs, serving as Director of Undergraduate Studies (DUS) or Director of Graduate Studies (DGS) or Associate Chair etc.

Note on Faculty Development Leave (FDL): a tenure-system faculty member away on FDL will have the following workload for the duration of the leave (one or two semesters):
Teaching: 0%
Research: 100%
Service: 0%

IV.   Process for addressing variations in workload

If faculty workload changes due to additional committee service, for instance, workload percentages may be renegotiated to reflect the new distribution. The new activities and percentages will have to be approved by the department chair and will be indicated on a revised Workload Form.

Both the faculty member and the department chair will keep current and past Workload Forms on file.