

Department of Sociology Workload Policy
College of Liberal Arts and Social Sciences
University of North Texas
Approved by department_November_2019

The Department of Sociology follows UNT policy in establishing faculty workloads (*Policies of the University of North Texas*, Academic Workload, 06.027). Individual workload assignments are determined by a balance of the needs of the department, college, and university, as well as promotion of faculty professional development. Standard job descriptions are as follows:

- The standard workload for non-tenure system faculty or Lecturers is 80% of work effort for teaching (4-4 course load) and 20% for service.
- The standard workload for tenure-system faculty in the department is 40% teaching (2-2 course load), 50% research, and 10% service.

Standard workloads can be adjusted due to heavy mentoring responsibilities outside the classroom, heavy service responsibilities, or grant buy-outs (see the Reduced Teaching Load section below). Workloads can also be adjusted when research and/or service as evidenced in the annual merit review are below the expectations set forth in the department's Tenure and Promotion document. Either faculty or the Chair can initiate a discussion of a workload adjustment during the annual workload consultation meeting that the Department Chair schedules in the spring following the annual merit review (see Workload Consultation section).

Reduced Teaching Load

Some service roles go beyond the service responsibilities typically expected of faculty, and faculty assuming these roles are granted a reduction in their teaching load. These roles include the following positions:

- a. The Director of the Undergraduate Program and Undergraduate/Grad Track Adviser will receive a teaching load reduction of one course per semester for this dual-function role. If the Sociology major-count were to significantly increase, the roles of Undergraduate Adviser and Director of the Undergraduate Program might be separated. If this occurs, the Undergraduate Adviser will receive a one-course reduction per semester and the Director of the Undergraduate Program will receive a one-course reduction per academic year.
- b. The Director of the Graduate Program will receive a teaching load reduction of one course per academic year.

Faculty may also request a course load reduction under the following rationales:

- Heavy responsibilities outside the classroom
- Grant buy-outs

Each of these rationales is discussed in further detail below:

1) Heavy responsibilities outside the classroom: Faculty may request a one-course reduction in their teaching load if and when they accrue **35 points** of non-classroom mentoring activities and/or online course development that fall within the Category B Intellectual Property Agreements. Points will accrue as follows:

a) Doctoral qualifying exam/paper: 1 point for reviewing the qualifying exam/paper or for

submitting and grading a question on a qualifying exam.

b) Special Problems courses and credit-bearing mentored research courses at the undergraduate or graduate level: 2 point for each successfully completed 3 credit-hour course.

c) Thesis mentoring:

--The Thesis Committee Chair earns up to 3 points: 1 point when the student successfully defends a thesis proposal and 2 points when the student successfully defends the final thesis.

--Thesis Committee members earn up to 2 points: 1 point when the student successfully defends a thesis proposal and 1 point when the student successfully defends the final thesis.

d) Dissertation mentoring:

--The Dissertation Committee Chair earns up to 4 points: 2 points when a student successfully defends a dissertation proposal and 2 points when the student successfully defends a dissertation.

--Dissertation Committee members earn up to 3 points: 1 point when the student successfully defends a dissertation proposal and 2 points when the student successfully defends a dissertation.

e) Creation of online courses: Faculty earn 10 points for fully developing a new online course under a Category B agreement that gives IP rights to the university/department (Category B agreements are assigned when the course creator is given a course development payment or credit toward a course release). While revisions of existing Category B courses do not qualify for the full 10-point allocation, faculty can document the extent of revisions and apply for a partial allocation of points.

2) Grant buy-outs: Faculty may “buy out” one course per academic year with grant funds. The Chair retains the right to request a delay in the buy-out semester if multiple faculty will be on reduced course loads and the ability to offer a sufficient number of courses is jeopardized. The buy-out rate will be determined in consultation with UNT’s Office of Grants & Contracts Administration.

Workload Consultation

Following the annual merit review process during the spring semester, the Department Chair will meet with faculty members individually to discuss their workload for the next academic year. If teaching, research, and/or service as evidenced in the annual merit review are below the expectations set forth in the department’s Tenure and Promotion document, the Department Chair will discuss a workload adjustment with the faculty member. While the Chair will work with faculty to identify an appropriate workload, final authority to determine workload rests with the Chair. Signing the Workload form does not necessarily signify agreement with the workload assignment, but rather serves as an acknowledgement that faculty have been informed of their workload for the upcoming academic year.