

Faculty members in the College of Merchandising, Hospitality and Tourism have a variety of duties and responsibilities associated with the mission of the institution, including the essential functions of teaching, research/scholarship/creative activities, and professional service/leadership. Work_ in these areas constitutes the faculty member's professional obligation to the University and the college. This policy applies to tenure-system and non-tenure system faculty.

Workload assignments must be fair, equitable and transparent. The policies and procedures listed below align with UNT's policy on Academic workload (06.027), Annual Review (06.007) and Reappointment, Tenure and Promotion 06.004).

In addition to this document, faculty should refer to the UNT Academic Workload Policy 06.0027 at <https://policy.unt.edu/policy/06-027>

Process for Assigning Workload

As Policy 06.027 states, "Workloads for individual faculty are assigned annually, to ensure that the unit meets instructional responsibility while respecting the faculty member's academic goals." The responsibility for assigning faculty workloads rests on the department chair, but occurs in consultation with each faculty. It is the responsibly of the chair to ensure full compliance with this policy and that the unit meets its instructional responsibilities, but also recognizes meaningful contributions to scholarly and creative activity. A full time faculty member must have a 100% workload assignment.

Workloads are assigned annually to ensure that the unit meets its instructional responsibilities while respecting the faculty member's academic goals. For faculty with administrative responsibilities, administration is also included as an area of professional responsibility as reflected in the workload report. All administrative appointments must be approved annually by the dean. Faculty should bring any requests for changes in workload percentages to the chair for consideration.

Workload Expectations

The most typical workload for tenured faculty in CMHT is 40% research + 40% teaching + 20% service, and the most typical workload for NTT faculty is 80% teaching + 20% service. Depending on department needs, the faculty workload may need to be reevaluated and communicated at the beginning of each long semester.

Workloads will be reassessed annually to best-fit faculty strengths and departmental needs. In addition, department chairs may reassess on a semester basis to assure that instructional needs are met. Instructional needs of the department remain a priority. Contributions in research are also critically important. Faculty with grants that allow them to buy out courses in their regular workload may be considered.

All faculty are expected to attend college, department, and program meetings, to hold office hours, and to mentor students. These requirements do not constitute any faculty member's main contributions to any particular category for merit review, including service.

Definitions of Standard Workload Assignments

Approved guidelines determine the activities in teaching/scholarship/and service vital to fulfilling the academic unit's mission and the mission of the university.

Teaching includes formally-meeting classes as well as special problems, thesis, research project, dissertation, internship hours and other teaching-related activities listed in the departmental Evaluation Criteria as well as supporting student learning during office hours and meetings. Online courses typically will count the same as a face-to-face course. However, faculty should consult with their chair to determine if a greater percentage should be assigned.

Graduate advising and supervision as well as service on committees are considered part of a faculty teaching load. Except in extraordinary circumstances, approved by the chair and dean (such as absorbing a large number of advisees from a sudden separation of another faculty member), faculty will not receive course releases for directing graduate students.

Research includes original scholarly investigation (funded and unfunded), creative work, and other activities listed in the departmental Evaluation Criteria.

Someone with a 40% research load is expected to spend at least 16 hours per week actively at work on research and writing. The productivity expectation for a research assignment of 40% for one semester is one article or equivalent. In a merit review, the quality of the outlet for publication and quality of the research and writing should also be considered. Grants do not replace published articles the products of inquiry that circulate new knowledge in a research community. However, grants are both inputs to the research process and important research contributions for the university, and both of those functions should be attended to in the merit process.

Research productivity is evaluated over a three-year span in the annual evaluation process.

Service includes work performed on behalf of the department, college, and university as part of shared governance, work performed on behalf of the specific academic discipline or academe in general, and outreach within the community on behalf of the department, college, university, or discipline.

To meet college requirements and insure equitable distribution of work, a minimum of 20% service in workload distribution is required. This translates to routine participation in department and college service. Regular committee assignments and distribution will be determined at the beginning of each academic year. Ad hoc committee service may be assigned on an as-needed basis. Service at the university level or to the profession is part of good practice of academic performance. It is imperative that tenure system faculty establish an emerging national and/or international reputation in their professional activities. Building this reputation often includes professional service to the field and/or discipline.

For tenured/tenure-track faculty, a balanced workload is typically:

- 40% teaching, or 2 days per week over 9 months
- 40% research, or 2 days per week over 9 months (4 courses per academic year)
- 20% service, or 1 day per week over 9 months

For non-tenure track faculty in the department, the workload is focused primarily on teaching and is typically:

- 0% research
- 80% teaching (8 courses) or 4 days per week over 9 months
- 20% service or 1 day per week over 9 months.

Expectations and responsibilities for each workload category

Faculty should refer to CMHT PAC review guidelines for evaluation criteria and processes.