

Texas Academy of Mathematics and Science (TAMS) and the Honors College
University of North Texas
Workload Policy – Draft – 09.30.2019

Faculty members in TAMS and the Honors College have a variety of duties and responsibilities associated with the mission of the institution, including the 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 to 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 policies 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 06.027 at <https://policy.unt.edu/policy/06-027>.

Process for Assigning Workload

As Policy 06.027 requires, "Workloads for individual faculty are assigned annually, to ensure that the unit meets instructional responsibility while respecting the faculty member's academic goals." For faculty with administrative responsibilities, administration is included as an area of professional responsibility. A full-time faculty member must have a 100% workload assignment.

The Dean of TAMS and the Honors College is responsible for assigning faculty workloads for faculty administrators; the Associate Dean of Academics for TAMS and the Honors College is responsible for assigning faculty workloads for faculty that do not hold administrative appointments. In all cases, workload assignments occur in consultation with the faculty member. Workload assignments are communicated to faculty members with the feedback from the annual review process. It is the responsibility of the Dean and the Associate Dean for Academics to ensure full compliance with this policy.

Requests for Changes to Workload

Adjustment requests for faculty workload should be submitted to the Dean or Associate Dean of Academics. To ensure the College is able to meet its instructional responsibilities, adjustment requests should be submitted by the start of Honors College priority registration in the semester prior to the effective date of the workload change.

Standard Workload Assignments

The standard workload for lecturers is 80% teaching and 20% service.

Tenure-system faculty administrators will typically have a workload in the following ranges: Administration: 80-100% Teaching: 0-20% Research: 0-20%

Non-tenure system faculty administrators will typically have a workload in the following ranges: Administration: 80-100% Teaching: 0-20%

Definitions of Workload Categories

Teaching includes formally meeting classes and supporting student learning during office hours and meetings. One course typically constitutes 10% of a full-time faculty member's workload; online courses are counted the same as face-to-face courses. A faculty member with an 80% teaching load is expected to spend four days per week over nine months on teaching-related activity and to teach eight courses during an academic year. Teaching also includes supervising special problems, mentored research, and theses. Because the Honors College encourages students to work with faculty mentors in their major departments, supervision of undergraduate research will not typically warrant adjustments to a faculty member's standard teaching load; workload adjustments may be appropriate in exceptional circumstances.

Service includes faculty citizenship activities that contribute to the functioning of the college and university. Faculty members are expected to participate in college, department, and program meetings, though these requirements do not constitute any faculty member's primary contributions to service. Regular committee assignments are determined at the beginning of each academic year and ad hoc committee service may be assigned on an as-needed basis. Service also includes work performed on behalf of TAMS, the Honors College, and the university as part of shared governance, work performed on behalf of professional organizations, and outreach within the community on behalf of TAMS and the Honors College or the university. A 20% service load will consist of one day per week over nine months on service-related activity.

Administration includes responsibilities related to the operation of the college or its programs. Administrative responsibilities may be related to the educational, budgetary, scholarly, personnel, and student affairs of TAMS and the Honors College.

Research includes original scholarly investigation and creative work. Honors College faculty hold tenure-system appointments in various academic departments. Research/creative activity may thus include scholarly investigation related to programs for high-achieving students and/or activities defined by the department in which the faculty member holds a tenure-system appointment. The college will use subject-matter experts for evaluation of research and creative activity, e.g. the department chair or a committee that includes faculty from the department in which the faculty member has a tenure-system appointment.