

GUIDELINES FOR DETERMINING FACULTY WORKLOAD
DEPARTMENT OF SPANISH AT UNT
(2019)

Descriptions of Workload Areas:

1. **Teaching** only includes classes actually taught during the long semesters of the regular academic year and does not include any extra summer classes. 10% should be assigned per class taught regardless of class size and level (e.g. 1000, 2000, 3000, 4000, 5000). Tenured faculty with satisfactory research activity will receive a teaching load of 2-2 per academic year (e.g. 40% divided into two semesters of 20% each), but where research activity is low the teaching load will be increased to 2-3. Lecturers' normal teaching load is 4-4 teaching load (e.g. 80% divided into two semesters of 40% each). All tenure-track faculty will have a 2-2 teaching load during the probationary period.
2. **Research** activities include but are not limited to: writing and editing scholarly works (e.g. articles, book chapters, books, book reviews, etc.), conference presentations, applying for grants, etc. Faculty should consult the departmental evaluation rubrics as well as promotion and tenure guidelines for more details on sanctioned research activities. Only tenure-system faculty will fill out this section on the workload form. While on FDL, a tenure-system faculty member will receive 100% of workload in Research; that is, s/he will not have any Teaching, Service or Administrative duties during the FDL period.
3. **Service** activities include but are not limited to: serving on committees at all levels and in all capacities (e.g. member, chair), participation in department-sponsored activities (e.g. guest speakers, Hispanic Heritage Month celebration, etc.), Tertulia, etc. Faculty should consult the departmental evaluation rubrics as well as promotion and tenure guidelines for more details on kinds of service activities. If lecturers are not doing any Administration duties (see next point) and not receiving a class release for any other duty, then Service will by default be 20% for the year (10% per semester) with a 4-4 teaching load. Tenure-system faculty must carry out a minimum of 10% Service per academic year.
4. **Administration** duties are limited to major service activities for which faculty usually receive a class release. (All class releases are subject to the Chair's approval and discretion.) These include but are not limited to: Associate Chair, First Year Spanish Language Coordinator, Second Year Spanish Language Coordinator, Undergraduate Advisor and Graduate Advisor. 10% must be assigned to this category per semester for each duty carried out.

(Faculty may also consult form VPAA-160 for examples of activities in the four areas above.)

Procedures:

1. During the spring semester the department chair will assign all full-time faculty (tenure-system and lecturers) her/his workload percentages for the following academic year based on departmental needs in the areas of Teaching, Service and Research. The following are possible workload distributions:
 - a. Tenure-system faculty A: Teaching – 40%; Research – 50%; Service 10%
 - b. Lecturer A: Teaching – 80%; Service 20%
 - c. Tenure-system faculty B: Teaching – 40%; Research – 40%; Service – 10%; Administration – 10% (e.g. graduate advisor)
 - d. Lecturer B: Teaching – 60%; Service 20%; Administration – 20% (e.g. first year Spanish language coordinator)

Where necessary the chair will meet with faculty to go over workload percentages and explain expected activities in the following academic year to fulfill obligations in Teaching, Service and Research.

2. At the end of each long semester (fall and spring), each faculty member will prepare a report listing the activities done under Service and Research to fulfill the percentage in each category as well the hours spent. Teaching activities do not need to be reported since each assigned class automatically counts for 10% of workload. For every 10% in workload percentages, 4 hours of activities must be done in any given area per week during the whole academic year. For example:
 - a. 20% in Research in one semester should be justified by 128 hours of work dedicated to this area (i.e. 16 weeks x 8 hours). State clearly hours dedicated to each kind of Research activity: writing, editing, presenting at conferences, preparing a grant application, etc.
 - b. 10% in Service activities in one semester should be justified by 64 hours of work dedicated to this area (i.e. 16 weeks x 4 hours). State clearly hours dedicated to each kind of Service activity: attending committee meetings, preparing meeting minutes (as secretary), volunteering to help with various departmental activities, organizing a Study Abroad program, etc.
3. The chair will review all tasks listed for each category and discuss with faculty members any discrepancies. Important: this is a report of quantity of work done (e.g. number of hours) and not quality which is determined by the annual evaluations.

POLICY CHANGES:

1. The workload form now includes the “Administration” category for faculty who do major administrative duties and for which they receive a class release
2. Workload percentages are now reported on an annual basis and not on a semester basis as was previously done.