Faculty Workload Policy

I. INTRODUCTION

The Department of Civil and Environmental Engineering is committed to providing society with engineers able to create new knowledge, solve a wide variety of society's problems, and effectively exploit opportunities in new areas of science and technology related to civil and environmental engineering. To achieve the goals of the Department, each full-time faculty member is expected to contribute to teaching, service, and research/creative/scholarly activities.

A. Teaching activities include:
   1. Course instruction through both in-class and other means, including the production of on-line and other electronically transmitted lectures,
   2. Individual teaching of undergraduate and graduate students, such as the supervision of independent study coursework,
   3. Advisement of students in course-related, curriculum-related, and profession-related matters,
   4. Thesis and dissertation advisement toward the award of graduate degrees,
   5. Improvement and development of courses, curricula, and instructional methods.

B. Research activities include:
   1. Performing individual and collaborative research and other scholarly activities (such as writing and publishing books),
   2. Supervising and collaborating with undergraduate and graduate students, and postdoctoral associates, in research work,
   3. Publishing significant contributions in scientific, technical, and professional journals, presenting results at scholarly meetings, and utilizing other effective methods for the communication of research findings,
   4. Regularly seeking and receiving external support for research programs.

C. Service activities include:
   1. Contributing on university, college, and department committees and on administrative assignments,
   2. Serving for professional organizations on a local, national, and international level, such as active membership on academies, committees, boards, and conference organizing committees,
   3. Serving as an editor or associate editor for a scientific or professional publication, reviewing books, proposals, and journal papers,
4. Contributing in other activities that serve to promote the mission of the department, such as degree accreditation and recruitment of undergraduate and graduate students.

D. Consulting activity, although important to faculty development, is considered to be a private professional activity. Its effect on the Department should be apparent in enhanced teaching and in research that is pertinent to society's needs.

E. The distribution of faculty workloads will encompass teaching, research, and service, but may vary from faculty member to faculty member, depending on the needs of the Department and the interests of faculty members. Workloads are generated through proposals from the faculty and are then subject to approval by the Chairperson. The responsibility of the Chairperson is to ensure that the Department's total workload is distributed equitably, taking into account the needs of the Department, its students, and its faculty.

F. An individual’s workload will be determined with the expectation that the faculty member will have the opportunity to meet the criteria for promotion and satisfactory peer review. The concept of balance among the three categories of teaching, research, and service is of utmost importance and will characterize the expectations of the chair and faculty member in negotiating the workload. While optional, it is strongly encouraged that faculty make use of the summer research option.

G. The Chair retains the flexibility to average workloads over semesters or years. Significant variations in workload from year to year must be justifiable, such as the need to offer a course when the normal instructor is on sabbatical or other leave. In no case will the chair assign a workload that exceeds the limitations specified by the Collective Bargaining Agreement without the informed written consent of the faculty member. If a teaching assignment results in an overload, extra compensation will be given at the prevailing rate.

II. ADMINISTERED WORKLOAD POLICY

A. The total workload for tenure-track faculty is defined by the Collective Bargaining Agreement between the University and the AAUP. The agreement considers a 100% workload as 12 credit hours or 18 teaching contact hours per semester. Therefore, the teaching of 2 courses during a semester constitutes 50% workload effort. The final allocation to teaching comprises all activities defined above as teaching workload, and may be larger than the amount for course teaching alone. The teaching workload may also vary significantly for individual faculty in the College.

B. The percent of each faculty member’s workload devoted to teaching, service, and research may vary because the College adheres to an “administered” workload policy. The policy’s two intents are to allow optimal utilization of the skills and contributions of
each faculty member in the College, and to ensure each faculty member’s continued scholarly and professional advancement. These two considerations are used by the faculty member and his or her department chairperson to determine the individual’s appropriate workload percentages allocated to teaching, research, and service. Priorities are given to the meeting of departmental course offering requirements, and to each faculty member’s obligation to provide an equivalent total workload as the result of teaching, research, and service activities. It is the chairperson’s obligation and prerogative to administer workload allocations to address these priorities.

C. In administering overall workloads, adjustments are made based on the nature and extent teaching (beyond standard classes), research, and service activities. The following list gives some examples of activities beyond traditional research for which workload adjustments may be made. The list is not meant to exclude other legitimate justifications for the modification of an individual’s workload composition, and time allocations may range beyond the indicated values in specific cases. The time percentages presented below are intended as examples and should not override allocations of effort necessary for reasons of promotion and tenure.

1. A faculty member has the option to select a summer research option. In doing so, the faculty can select any portion of the 3 summer months as research effort. The selection of the research option will be reflected in the workload effort.
2. Time devoted to course and curriculum development may require up to 15% of the overall workload, although this is expected to vary from year-to-year.
3. Time spent for the development or revision of material and media for on-line courses: because these often require inordinate amounts of preparation, the usual teaching workload may increase by up to 20%.
4. Proposal preparation and solicitation of research funds (up to 20%)
5. Time spent for the active recruitment of undergraduate and graduate students (up to 10%)
6. Responsibility for specific administrative or leadership activities (up to 20%)
7. Participation in external activities so as to have an effective voice in national and international science and engineering policy affecting research funding directions, accreditation, and long range plans for the profession through participation in the governance of professional societies (up to 15%)
8. Participation, on behalf of the department, in important university policy and administrative work (up to 10%)
9. Salary release through grants, contracts or other sources of funding defined by the University’s Buyout Policy
10. Release for those who are newly appointed at the Assistant Professor level (normally during the first two semesters of appointment).

D. “Administered” workloads must be in accordance with the actual contributions of the individual faculty members and are not automatic. Thus workload assignment variations
to support research and scholarship must be reflected in the research and scholarly productivity commensurate with that workload responsibility.

E. In order to assure that each faculty member meets his or her full obligation to the Department, workloads may be readjusted when a faculty member is unable to perform the work that was previously allocated. Such reassignment may occur, for example, when enrollment by the first session of a class demonstrates that the course should be cancelled. In general, reassignment to alternative work can occur whenever the Chair establishes that the faculty member is unable to discharge any element—teaching, research, or service—contained in the original workload plan, and after consultation with the faculty member.

III. OTHER WORKLOAD CONSIDERATIONS

A. The faculty member is expected to hold regularly scheduled office hours and to meet classes during the regularly scheduled class periods.

B. The faculty member will be on campus as required by his or her workload.

C. The role of faculty in providing academic and career advisement is critical to the continued success of the department. Distribution of student advisees may vary from faculty member to faculty member. Every attempt should be made to recognize that time spent on these efforts is accounted for in individual workload agreements.

D. The Department recognizes that childbirth can affect the teaching availability of a faculty member. Thus the administered load for the faculty member may allow either partial or full relief from teaching during the semester of the birth of a child or immediately following the birth of a child.

IV. PROCEDURES FOR MERIT INCREASES

A. Merit pay increases are to be awarded in a fashion which is consistent with the faculty member’s performance as reflected in the annual evaluation conducted by the department chairperson. The annual evaluation shall be based on criteria which have been clearly communicated to faculty members in advance of the period covered by the evaluation and which are consistent with the workload plans developed in accordance with this document. Persons on an approved sabbatical or other approved University programs should receive merit consideration.

B. The department chair’s evaluation of a faculty member’s activities shall consider all evidence submitted by a faculty member which is consistent with written departmental criteria for merit pool allocations. These merit criteria must include a well-defined metric that communicates the value assigned to different levels of contribution in teaching,
scholarship and service and must also be consistent with the department's criteria for promotion and tenure. The criteria and associated metric shall be developed by the chair of the department in consultation with the faculty.

C. Consistent with established University policy the chair or dean will meet with the faculty member to review the annual evaluation and shall communicate to each faculty member the basis for the evaluation.

D. The chair or dean shall also review with the faculty member, upon request, information which indicates the correspondence between merit pay and the faculty member's department or comparable unit evaluation ratings within that unit so that the faculty member may know whether his or her merit pay is consistent with the annual evaluation. Anonymous or confidential information shall not be used to evaluate a faculty member without that faculty member having the opportunity to respond to the substance of the information before the evaluation is complete. Merit increases are to be awarded solely on the basis of performance in teaching, research, and service.

V. REVISION OF WORKLOAD POLICIES

A. These workload policies will be reassessed every three to five years, or when requested by the Chairperson or a majority of the departmental faculty.

B. Major curricular changes or the addition of new centers and programs may necessitate modification of this policy.

C. Contract changes instituted through the Collective Bargaining Agreement require reassessment of this policy.

D. Any modification to this workload policy must be approved by a majority of the faculty, and the chairperson, in accordance with the departmental bylaws.

E. These workload policies will be provided to new faculty in a timely manner upon their appointment.