

## **Full-Time Faculty Workload Policy**

Faculty workloads in the Linguistics Program are structured to support the central mission of the Program, which is to provide students with a rigorous, high-quality education in the field and practices of linguistics; while taking into account faculty expertise, interests, and abilities, as well as Program needs.

### **Definitions**

“The Program” refers to the Linguistics Program; “the Director” refers to the Linguistics Program Director; and “the Linguistics Faculty” refers to all full-time faculty with 100% academic appointments in the Linguistics Program.

“Workload” refers to the amount of work for an academic year, in “units”; and “workload mix” refers to the relative amount of work apportioned among teaching, service and administration, and research/scholarship activities. A faculty member's “workload assignment” for a given year comprises the faculty member's workload and workload mix in that year.

### **Policy Scope**

This policy specifies the determination of workload assignments for each academic year for each member of the Linguistics Faculty and the procedure for changing the policy.

Currently, the Linguistics Faculty consists entirely of Teaching Professors with 100% academic appointments within the Program, so specific workload assignment policies are described only for that group.

The Director's workload assignment is outside the scope of this policy. When the Director is a member of the Linguistics Faculty, the Director's workload assignment is determined by the Dean of the College of Science. When the Director is not a member of the Linguistics Faculty, the Director's workload assignment is set in whatever other unit s/he is appointed.

### **General Rules**

These rules apply to workloads, workload mixes, and workload assignments for all groups of Linguistics Faculty:

1. A workload unit is equivalent to the work of teaching one 4 SH course section in a single term.
2. Regardless of workload assignment, all Linguistics Faculty are expected to complete at least a minimal amount of service (e.g., participation in Linguistics Faculty meetings and discussions, and Program events; helping with Program course and curriculum development).

## **Linguistics Program Faculty Workload Policy**

3. The Director is responsible for setting and adjusting (if necessary) each Linguistics Faculty member's workload assignment for each academic year, in consultation with the faculty member.
4. In any given year, the Director may adjust a Linguistics Faculty member's workload in accordance with University policies concerning family leaves, maternity/adoption leaves, and medical leaves, as well as other special cases; for the purposes of such adjustments, the Linguistics Faculty member's workload is treated as equally distributed across the fall and spring terms, unless it has already been set otherwise.
5. Under exceptional circumstances (e.g., when a planned course section is cancelled and cannot be replaced within a given academic year), the Director may shift part of a Linguistics Faculty member's workload between academic years.
6. Major service or administrative responsibilities may constitute a unit of workload, as may combinations of less-major responsibilities. Examples of major service or administrative responsibilities within the Program which each currently constitute a unit of workload when carried out over a full academic year include (a) serving as the Assistant Director and (b) serving as the Head Advisor.
7. The Director will notify each member of the Linguistics Faculty, in writing, of her/his workload assignment for the upcoming academic year, by March 31 in the spring preceding that year.
8. Written appeals will be considered by the Director; they must be sent within two weeks of the original written notification of the workload assignment. The Director must respond within two weeks of the receipt of an appeal. The outcome of an appeal does not preclude the faculty member from taking additional steps as defined by the Faculty Handbook.

### **Specific Rules: Teaching Professors**

1. All policies applying to Teaching Professors do so regardless of rank.
2. The standard workload of a Teaching Professor in the Program for a single academic year is six units.
3. The workload mix of Teaching Professors may include one or more units of service or administrative responsibilities, but no Teaching Professor in any academic year may have a workload mix in which service and administrative responsibilities comprise more than a total of four units. There is no expectation of, nor provision for, a research/scholarship component in the workload mix.
4. The initial workload assignment for newly-hired Teaching Professors is set at the time of hire by the Director. Each spring, in consultation with each Teaching Professor continuing in the next academic year, the Director will determine that Teaching Professor's workload assignment for the next academic year.

## Linguistics Program Faculty Workload Policy

### Policy Changes

The Director will review this policy at least once each academic year.

Changes may be initiated by the Director or by a majority vote of the Linguistics Faculty. All proposed changes must be approved by a majority vote of the Linguistics Faculty, and all proposed changes are subject to a veto by the Director, which can be overridden by a unanimous vote of the Linguistics Faculty. For the purposes of these votes, the Director is excluded from the Linguistics Faculty, and a quorum of no less than two-thirds of the Linguistics Faculty must be present.

In order for any policy change to affect assigned workloads for a given academic year, the change must be approved (a) by the Director and the Linguistics Faculty at least six months prior to the start of that academic year, and (b) by the Dean of the College of Science and the Provost at least three months prior to the start of that academic year.

If any full-time faculty in a category not covered by the current policy are to be appointed within the Program, the Director will be responsible for developing applicable initial workloads and initial workload assignment policies for that group of faculty. Any such changes must be approved by the Linguistics Faculty, following the procedures above, within one year of the hiring of such new faculty; and by the Dean of the College of Science and the Provost within three months thereafter.

### Policy Access and Availability

The Director will distribute the current policy to the Linguistics Faculty at least once per year at the start of each fall term, and the current policy can be obtained from the Program office at any time by request. Any member of the Linguistics Faculty can request a list of current workload assignments from the Program office at any time.

### Policy Status

This policy is effective October 3, 2019; it applies to workload assignments beginning with those for the 2020-2021 academic year.

Last Director Review:	10/03/2019
Next Director Review:	09/01/2020

### Approvals

Linguistics Program Director:	10/03/2019
Linguistics Faculty:	10/03/2019 (4 for, 0 against, 0 abstentions)
Dean, College of Science:	10/25/2019
Provost	XX/xx/2019 (sent on 10/25/2019)

### Checklist for Unit Workload Policy Documents

Each unit's chairperson and/or dean should initial each point on the checklist. By doing so, he or she attests that the full time faculty workload policy document satisfies each of these requirements.

- NJP Document is consistent with published College and University policies.
- NJP Document clearly reflects the goals/aspirations of the unit as these relate to workload.
- NJP Document clearly defines the types of activities that constitute each of teaching, research/scholarship/creative activities/professional development, and service for the unit.
- NJP Document describes the different types of full-time positions in the unit.
- NJP Document clearly defines the teaching, research/scholarship/creative activities/professional development, and service expectations for the different types of appointments.
- NJP Document describes all unit policies related to workload for full time faculty.
- NJP Document describes criteria in which workloads may be modified, including pre-tenured minimum course reductions, family leaves, maternity/adoption leaves, and medical leaves.
- NJP Document states how frequently the workload policy document will be reviewed.
- NJP Document indicates where and how the unit's current workload policy document can be found.
- NJP Document indicates where and how the workload assignments for each full time faculty member can be found.
- NJP Document describes the process for faculty to address any concerns with their workload in the unit.
- NJP Document indicates date of approval, any subsequent modifications by the unit, and anticipated date of next review.
- FCD Document indicates date of approval of the unit's dean.
- FCD Document indicates when it was sent to the Provost's Office to be included in the master list of policies for all units, and date of approval of the provost.

If the unit has one or more faculty with joint appointments in other units:

- \_\_\_\_\_ Document defines how the workload policy changes for faculty members with an appointment of less than 100% in the unit, include impact of tenure home.
- \_\_\_\_\_ Document describes how the unit will coordinate workload policy decisions with other units for faculty members with joint appointments, and how differences in workload expectations across units will be handled.