

Department of Mathematics
Full-time Faculty Workload Policy

Version of July 25, 2018

The Department of Mathematics strives for excellence in all of its endeavors: research, scholarship, teaching, educational outreach, advising, etc. Even though all faculty do not participate equally in all of these activities, dedication to and excellence in the activities that a given individual performs supports the mission of the Department as a whole. For this reason, the Department needs to adapt the work load of each individual faculty member to maximize his/her effectiveness. The purpose of this document is to describe how we shall determine the percentage of time that a given faculty member devotes to various professional activities.

Professional Activities Defined

- **Research/Scholarship** consists of conducting mathematical research, writing papers and books, presenting talks at conferences and seminars, submitting research grant proposals, reviewing or refereeing scholarly articles and grant proposals, editing a scholarly journal, organizing a conference/seminar/special session, engaging in scholarly activity involving experiential education or outreach, etc.
- **Teaching** for the purpose of workload determination consists of teaching undergraduate and graduate classes. Other contributions in teaching such as supervising Ph.D. students[†], supervising undergraduate directed studies, preparing/grading a Ph.D. qualifying exam, teaching high school students in an outreach program, etc. are taken in to consideration during annual merit review.
- **Service** consists of serving as a departmental officer, chairing or serving on a departmental/college/university committee, advising graduate/undergraduate students, supervising Ph.D. theses[†], mentoring postdocs, organizing an outreach program, coordinating multi-section courses, etc.

Distribution of Workload for Various Academic Appointments

- **Tenured Faculty:** Tenured faculty are expected to perform research/scholarship, teaching, and service at a very high level. Those who are research active (publishing papers, giving talks, gaining grant support, etc.) can expect to have their teaching load

[†] This activity can be counted under both Teaching and Service if the faculty member supervises two or more PhD students.

set at 3 or 3.5 courses per year, depending on the level of research activity. (Teaching 3.5 courses per year means alternating between 3 and 4 courses per year.) On the other hand, tenured faculty who have become less active in research (as evidenced by lower scores for research in their annual merit review) may see their teaching load set to 4 or more courses per year. Similarly, tenured faculty who contribute more than the basic amount of service (e.g., serving as Vice Chair, Graduate Director, Teaching Director, or Head Advisor), may have their teaching load reduced, while faculty who decline to participate in an adequate amount of service may have their teaching load increased by 0.5 or even 1 course per year.

- **Zelevinsky Research Instructors (ZRIs):** These are three-year postdoctoral appointments. ZRI's are expected to develop a dynamic research program, publish papers in peer-reviewed journals, give talks at conferences and seminars, engage in research discussions with T/TT faculty in the Department. Teaching load is 3 courses per year. Some service, especially of a scholarly or educational nature, is encouraged.
- **Teaching Faculty:** These are full-time non-tenure-track appointments. Teaching Faculty are expected to maintain a very high standard and commitment to teaching; teaching load is 6 courses per year. They are also expected to provide some service to the Department (as defined above, but on a limited scale, such as serving on a departmental committee) and engage in professional development, which may include scholarship. A reduction in teaching load for Teaching Faculty can only occur when very significant service (e.g. serving as an Academic Advisor or Program Director) to the Department is involved. Such a reduction must be authorized by the Department Chair.
- **Tenure-Track Faculty:** Tenure-track faculty are expected to perform research/scholarship, teaching, and service at a very high level, although the amount of service expected is lower than that for tenured faculty. All tenure-track faculty have a teaching load of 3 courses per year.

Modifications to Workload:

If, during the annual merit review process, exceptionally high or low performance suggests that a faculty member's workload is inappropriate, it may be adjusted for future years; this decision is made by the Department Chair with input from the Merit and Loads Committee; in cases where an increase in teaching load for a T/TT faculty member is proposed, the faculty member will be given a warning for at least one year before the increase is implemented. In addition, in certain circumstances, the workload allocation may be temporarily adjusted.

Some examples of temporary adjustments follow:

- **Pre-tenure course reduction:** All tenure-track faculty have a two-course teaching load in their first two years.

- Sabbatical leave: For a one-semester sabbatical leave the workload will be adjusted accordingly. For example, a tenured faculty member with a teaching load of 4 courses/year is given a 2-course teaching reduction during a sabbatical year.
- Family/medical leaves: Temporary adjustments to workloads may occur in accordance with University policies.

Periodic Review of Workload and Workload Policy:

Every three years a Workload Committee will systematically review the workloads of all full-time faculty and, if necessary, make recommendations for adjustment to the Department Chair. However, in any year, an individual faculty member can request a review of his/her workload (which will then be conducted during the merit review process).

The Workload Policy will be reviewed each year (next review 9/30/2019).

Appeals Process:

If any full-time faculty member wishes to appeal their workload, they should inform the Department Chair. Such appeals will be considered by the Department's Executive Committee. If the appeal is successful, the Executive Committee may change the faculty member's workload until the next three-year review.

Transparency:

This workload policy document will be publicly available on the Mathematics Department Website. In addition, the workload percentages for each full-time faculty member in the Math Department will be made available to other full-time faculty members in the Department through our Sharepoint site.

Joint Appointments:

Workloads will be adjusted according to their percentage in the Math Department. For example, a T/TT faculty who is highly active in research and has a 50% appointment in the Mathematics Department can expect to have a teaching load of 1.5 math courses annually (i.e., alternate between 1 and 2 courses annually).

Approval Dates:

Mathematics Department:



2/26/2018

Revised: 7/25/2018

Dean of College of Science: March 12, 2018, July 25, 2018 (revised)

Sent to Provost: March 12, 2018, August 23, 2018

Approved by Provost:

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.

AS.

Document is consistent with published College and University policies.

AS.

Document clearly reflects the goals/aspirations of the unit as these relate to workload.

AS.

Document clearly defines the types of activities that constitute each of teaching, research/scholarship/creative activities/professional development, and service for the unit.

AS.

Document describes the different types of full-time positions in the unit.

AS.

Document clearly defines the teaching, research/scholarship/creative activities/professional development, and service expectations for the different types of appointments.

AS.

Document describes all unit policies related to workload for full time faculty.

AS.

Document describes criteria in which workloads may be modified, including pre-tenured minimum course reductions, family leaves, maternity/adoption leaves, and medical leaves.

AS.

Document states how frequently the workload policy document will be reviewed.

AS.

Document indicates where and how the unit's current workload policy document can be found.

AS.

Document indicates where and how the workload assignments for each full time faculty member can be found.

AS.

Document describes the process for faculty to address any concerns with their workload in the unit.

AS.

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.

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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:

FCD

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.

FCD

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.