

Department of Sociology & Anthropology Full-Time Faculty Workload Policy

College of Social Sciences and Humanities

Document Approved by Department September 26, 2018

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1. **Overview:** The Department of Sociology & Anthropology approves this policy in compliance with the Faculty Handbook statement on faculty workloads (approved by the Faculty Senate on April 4, 2017, and approved by the Board of Trustees on June 7, 2017) and with the workload guidelines subsequently issued by the Office of the Provost.

The mission of the Department of Sociology & Anthropology is to produce cutting-edge knowledge about and solutions to the social and political problems of our contemporary world and to foster ethical reasoning and critical thought in our undergraduate and graduate students. The objective of this policy is to cultivate engaged researchers, excellent teachers, and equity in distribution of service obligations. We recognize that research, teaching, service and professional development in pursuit of these goals complement one another and often overlap.

Full-time faculty members are involved in three broad types of activities: research, teaching, and service.

1.a Research. All tenure-track and research-active tenure track faculty are expected to engage in research, scholarship, and creative activity as appropriate for their rank and discipline. While we prioritize research products that are peer-reviewed, we also maintain a commitment to applied research or dissemination of research activities through non-peer reviewed channels. In this context, being research-active means engaging in an ongoing program of scholarly and applied research activities including but not limited to:

- disseminating scholarly work in peer-reviewed journals, book chapters, or scholarly books, as well as
- developing and disseminating analytic methods that other scholars or nonacademics may adopt to study social and political problems (e.g., quantitative software packages, open-source tools and web-based platforms for environmental monitoring)
- disseminating knowledge to non-academic audiences and communities (e.g., white papers, reports)
- actively seeking internal and external funding
- presenting at scholarly conferences
- meaningfully engaging students in scholarship

1.b Teaching. Teaching includes leading courses and independent studies and advising graduate and undergraduate students. As noted below, tenure-track faculty members teach 4 courses over two semesters in fulfillment of 40% of their work effort. Teaching activities may

be structured around classroom instruction, online course environments, or independent study projects.

1.c. Service. Service is defined as activities that support the university, the profession, and the wider community. Faculty will work with the unit head to effectively balance university-, professional- and community-based service.

Activities that serve the university include but are not limited to: committee work (at department, college, and university levels), advising student organizations, and involvement in governance or administrative roles that contribute to the Unit, College, and University.

Activities that serve the profession may include reviewing manuscript submissions, editorial work on a professional journal, and serving as an elected officer within professional organizations.

Activities that serve the community include but are not limited to:

- founding or serving on a board of directors for a community-based organization
- providing technical assistance to communities
- helping to build organizational capacity of community-based groups (e.g., by drafting or commenting on funding applications, organizing conferences or meetings)
- providing expert testimony to legislative or policy-making bodies
- unpaid service to national or transnational agencies (e.g., UNESCO)

2. **Appointments:** According to the Faculty Handbook, the full-time Teaching Faculty of the University includes tenured and tenure-track faculty members as well as non-tenure-track faculty members. Specifically, tenured and tenure-track faculty members carry special responsibilities with respect to the creation and maintenance of high-quality research programs; tenured faculty members carry additional obligations to mentor and promote tenure-track and tenured faculty members. Non-tenure-track faculty are responsible for advancing the Department's teaching, community engagement, and service missions; they may also engage in professional development to meet those goals, as well as contributing to Department, College, and University governance.

Jointly appointed faculty members carry a primary obligation to the tenure-home unit and a secondary obligation to the non-tenure unit. The work effort of jointly appointed faculty members is proportional to the percentage of the appointment and also reflects the expectations of the type of appointment (e.g., tenure-track, tenured, etc.). Work effort between the two academic units should total 100%. For joint appointments that are not evenly split, the relative contributions in teaching and service should rotate between units on a regular basis. The Department chair should coordinate the details of these arrangements at least annually with the chair of the secondary unit and in consultation with the jointly appointed faculty member.

Full-time Faculty with 50% or more administrative load (e.g., Department Unit Head or Associate Dean) are not covered in these guidelines.

Each type of appointment carries a distinct workload effort that reflects the responsibilities and performance expectations of each faculty member. Percentages and ranges of assignments are approximate standardizations appropriate to ranks; allocation of effort should total 100%.

2.1. Tenure-Track Faculty (Assistant Professors and Associate or Full Professors without Tenure) Tenure-track faculty hold appointments as untenured, probationary members of the faculty. Tenure-track faculty members are expected to be research-active and develop a research program.

- Tenure-track faculty members teach 4 courses over two semesters in fulfillment of 40% of their work effort.
- Tenure-track faculty members are expected to engage in research, scholarship, or creative activity in fulfillment of 50% of their work effort.
- Tenure-track faculty members are expected to engage in service activities in fulfillment of 10% of their work effort.

2.2 Tenured Faculty: Research-active (Associate or Full Professor with Tenure)

Tenured faculty members hold appointments with continuous tenure as members of the faculty. All members of the tenured faculty are expected to be research-active and maintain an ongoing commitment to the development of a research program.

- Research-active tenured faculty members engage in teaching, including leading 4 courses, independent and directed studies; advising graduate students where applicable; as well as advising and mentoring students, in fulfillment of 40% of their work effort.
- Research-active tenured faculty members engage in research, scholarship, or creative activity in fulfillment of 40% of their work effort.
- Research-active tenured faculty members engage in service and professional development activities in fulfillment of 20% of their work effort.

2.2.1 A faculty member will be considered research inactive if he or she fails over a period of the previous 4 calendar years to meet disciplinary expectations of progress on peer-reviewed long-term research or scholarly projects, applications for appropriate external funding, and regular dissemination of scholarship or creative activity, in appropriate peer-reviewed or public venues as defined above in section 1.

- Tenured faculty members whose research, scholarly, or creative activities do not meet the standard for research activity over a period of the previous 4 calendar years will be determined to be research inactive. The Department Chair will make this determination, in consultation with the department's merit committee, on the basis of a consideration of 4 years of annual reviews and a review of the faculty member's CV. Final determinations of any deviations from the normal workload are made in consultation with the Associate Dean of Faculty Affairs and the Dean. The Department Chair will consult with the Office of the Dean on a written improvement plan and possible reallocation of workload if the faculty member is determined to be research inactive. The Department Chair will then meet with the faculty member to agree in writing with the faculty member and the Office of the Dean on the improvements that need to be made. The unit head will also indicate in this meeting and in a written improvement plan that if

improvements are not successful by the end of the next academic year, the faculty member's workload will be reallocated.

- Tenured faculty members who are research-inactive will teach 6 courses per two semesters in fulfillment of 80% of their work effort.
- Tenured faculty members will engage in service and professional development activities in fulfillment of 20% of their work effort.

2.3 Full-time Non Tenure-Track Teaching Professors (Assistant/Associate/Full Teaching Professor) Full-time non-tenure-track teaching professors hold contractual, term appointments as members of the Teaching Faculty.

- Full-time non tenure-track teaching faculty members engage in teaching, including leading 6 courses and independent studies as well as advising and mentoring students, in fulfillment of 80% of their work effort.
- Full-time non-tenure-track faculty members are expected to engage in service and professional development activities in fulfillment of 20% of their work effort.

2.4 Full-time Professors of the Practice and Distinguished Professors of the Practice appointed in faculty positions carry a teaching load based on the four course standard and engage in research and scholarship or external and service activities.

- Full-time Professors of the Practice appointed in faculty positions engage in teaching, including leading 4 courses and independent studies, advising graduate students where applicable, as well as advising and mentoring students, in fulfillment of 40% of their work effort.
- Full-time Professors of the Practice appointed in faculty position engage in research, scholarship, creative or external engagement activities in fulfillment of 40% of their work effort.
- Full-time Professors of the Practice appointed in faculty positions engage in service and professional development activities in fulfillment of 20% of their work effort.

3. Accessibility of information This workload policy and the model (e.g. the distribution of duties, such as, for example 40/40/20 or 80/20) of each full-time faculty member can be found in the Governance Documents folder of the unit's SharePoint site. The general guidance document on workload policy is also available to faculty online. The unit will review and ratify the workload policy and its documentation every five years, and update posted materials as necessary. Any changes to the policy proposed on review must be approved by the unit faculty, the Dean, and the Provost.

4. Procedures The two-semester workload assignment for an academic year for each individual full-time faculty member will be confirmed by the unit head in April. Overload activities should occur only after 100% workload assignment is met. Variance in workloads will be addressed on a case-by-case basis in consultation with the unit head and with the Dean or designee. For

faculty with joint appointments, unit heads will communicate at the end of each academic year to coordinate workload expectations for the faculty member for the following two semesters.

Typical modifications in workload include those granted by parental teaching relief, contractual course reductions for tenure-track faculty, family- and medical-related leaves, grant-funded buyouts, and modifications to load related to administrative duties. Additional considerations for teaching assignments may include class size and type; mode of instruction; supervision of capstone projects; and PhD and MA theses and dissertations advised to completion.

The approval of the Dean will be required for any modifications to a faculty member's workload by the unit head.

Faculty with requests for modifications of, or concerns about, workload should first address them with the unit head. If a faculty member is concerned about a workload assignment and cannot resolve the concern with the unit head, he or she may appeal the assignment to the Office of the Dean. If a faculty member continues to have unresolved concerns after the Dean has made a determination on the appeal, he or she should consult the Grievance Process as specified in the Faculty Handbook.

Approved by the Faculty Senate on 4-5-17 (29 0 0) to be located on the Senate website upon BOT approval of the module entitled *Faculty Workloads*

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.

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

- MH 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.
- MH 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.