

Tenured and Tenure-track Workload Bylaws

This document describes the workload policies for tenured and tenure-track faculty. The bylaws reflect the Khoury goals of achieving excellence in research, teaching, and service.

Teaching activities include (but are not limited to) preparing class material, delivering lectures, meeting with students, managing TAs and class discussions in-person and online, responding to students' posts and emails, grading, and submitting final grades.

Research activities include (but are not limited to) writing proposals, conducting research, writing papers, advising students, attending conferences and other meetings in the research community.

Service activities include (but are not limited to) serving on college and universities committees, serving in administrative roles within the college, and service to the research community, including program committees, editorial boards, and funding panels.

The workload for all tenured and tenure-track faculty are made up of 6 units *typically* split as follows:

- For pre-tenure faculty these 6 units are split in 3.5 research, 2 teaching, and 0.5 service
- For research active tenured faculty these 6 units are split in 3 research, 2 teaching, and 1 service
- For research inactive tenured faculty these 6 units are split in 4 teaching and 2 service

The teaching load policies for tenured and tenure-track faculty described below represent guidance for a faculty member's baseline teaching load. This baseline teaching load is subject to modification by the dean, at the dean's discretion, and by the faculty member through course buyouts. Generally speaking, a faculty member will not be permitted to buy out of teaching below 2 courses per academic year, again, subject to the discretion of the dean. These teaching load policies apply to disciplinary faculty only; For interdisciplinary faculty, the workload policy specified above will be prorated to the percentage of their appointment in Khoury, subject to the discretion of the dean.

Course reductions are applied according to university policies in cases of family leaves, parental/adoption leaves and medical leave, as described in Faculty Handbook.

Pre-tenure Faculty

The baseline teaching load for a pre-tenure faculty member will be 2 courses per academic year throughout the pre-tenure probationary period, subject to any

modifications explicitly mentioned in the faculty member's hiring offer and the discretion of the dean.

Tenured Faculty

The baseline teaching load of a research active tenured faculty member will be 2 courses per academic year. A research active faculty member is expected to be pursuing a high-quality research program in their area. While the number of papers per academic year, number of PhD students in their group, and the number of grants needed for carrying out high-quality research vary across areas, every research active faculty member is expected to

- be actively publishing papers in journals and selective conferences,
- be actively advising PhD students, and
- be actively funding PhD students.

It is recognized that there may be temporal gaps in research outputs of active researchers. Whether a tenured faculty member is research active in any given year will be based on their activity over the preceding three-year period and will be determined by the dean in consultation with Khoury associate deans.

It is expected that the service component of a research inactive tenured faculty member will constitute one-third of their total workload, and their teaching load will be 4 courses per academic year. Should the faculty member and dean reach agreement on a service load that differs significantly from one-third of their total workload, the teaching load will be suitably adjusted.

Communication and appeals process

The teaching load for a given academic year will be communicated at the end of the preceding academic year via the college portal, email, or other suitable electronic means. In the event of a conflict regarding workload that cannot be resolved between the faculty member and the college administration, represented by the dean, the senior associate dean for academic affairs and the associate dean for faculty affairs, three arbiters consisting of members of the Full Professor Committee will resolve the dispute by majority vote. Arbitration must be concluded by the end of the academic year in which it is initiated, and it may result in an adjustment of the course load for the following academic year.

Bylaws, Policies, and Information The tenured and tenure-track workload bylaws are *bylaws*, and as such, the adoption or modification of this module shall follow the voting rules and procedures specified in the Khoury Bylaws Overview. The relevant voting group is the tenured and tenure-track faculty in Khoury (excluding the dean).

These workload bylaws will be reviewed every three years, at minimum.

The document is available online in the Khoury Internal Wiki, College Bylaws Space.

History The tenured and tenure-track faculty with tenure home in Khoury approved the first version of the bylaws in this module by a 28-0-0 vote on October 16, 2018.

In July 2022, the teaching load policy for tenured faculty was modified as follows: (a) the formula for calculating teaching load was replaced by general guidelines for defining research active tenured faculty and specifying how the load would be set for research active and research inactive tenured faculty; (b) a section on communication and appeals process was added; (c) other clarifications were added to reflect feedback from the Provost Office.

The tenured and tenure-track faculty with tenure home in Khoury approved the revised bylaws in this module by a 28-2-0 vote on August 16, 2022.

Teaching Faculty Workload Policies

This document describes the workload policies for Teaching Faculty, reflecting the Khoury goals of achieving excellence in research, teaching, and service.

The workload policy for Teaching Faculty consists of teaching, with possible reduction if faculty take significant service, research, and/or administrative responsibilities.

Teaching activities include (but are not limited to) preparing class material, delivering lectures, meeting with students, managing TAs and class discussions online, grading, and submitting final grades.

Service activities include (but are not limited to) serving on college, university, and professional committees, as well as serving in administrative roles within the College.

Research activities include (but are not limited to) writing proposals, conducting research, advising students, and contributing to conferences & other meetings in the research community.

The nominal course load for Teaching Faculty is six courses per year, and the primary evaluation of teaching faculty is based on their teaching and service.

Subject to negotiation with the dean and acceptance of a research proposal with stated research goals by a review committee, teaching faculty may obtain a reduced course load in order to conduct research, in which case their evaluation will also depend on their research, grant funding, and publication of research results.

Subject to negotiation with the dean, Teaching Faculty may also obtain a reduced course load in order to provide other significant service (e.g., program development, administrative duties, course coordination), in which case their evaluation will also depend on this service.

Teaching Faculty with an administrative appointment (e.g., director of a program) may also obtain a reduced course load, depending on the amount of work required for the appointment, in which case their evaluation will also depend upon the responsibilities of the position.

Teaching Faculty that have received a reduced course load are ordinarily not eligible to teach for extra compensation during the Fall or Spring semesters; however, the College may, with approval of the dean, request such “overload” teaching in extraordinary circumstances.

Teaching Faculty with active research funding may choose to “buy-out” of courses at a rate of one-sixth of their base salary per course, though Teaching Faculty may not buy down to a course load lower than 3 courses per year.

Faculty that have concerns with their workload assignment can bring their concerns to the dean and provide a written request for reevaluation of the load

with rationale behind the request.

Course reductions are applied according to university policies in cases of family leaves, maternity/adoption leaves, and medical leave as described in Faculty Handbook.

Bylaws, Policies, and Information The items described in this section are *policies* subject to change by the dean in consultation with the academic associate deans.

The workload policies will be reviewed at a minimum every three years.

History Version 1 was approved by the Khoury non tenure-track faculty by electronic voting on February 27, 2018, approved by the dean of Khoury on March 1, 2018, and sent to the Provost's Office on March 1, 2018.

Version 1 was revised on July 14, 2018 to include comments from the Provost's Office to be compliant with a given checklist. Revised document became Version 2.

Version 2 was approved by the Khoury non tenure-track faculty by electronic voting on October 26, 2018, approved by the dean of Khoury on November 1, 2018, and sent to the Provost's Office on November 1, 2018.

Version 3 was approved by the Khoury teaching faculty by electronic voting on April 21, 2021 by a vote of 31-1-4. This version brought the Khoury bylaws in alignment with the Faculty Handbook.

Research Professor Bylaws

General

These are full-time non-tenure-track faculty positions, governed by the Faculty Handbook. Research Professors are generally supported by external research grants, and are generally expected to be independent researchers and self-funding. Research Professors can be PIs on grants without prior University approval, and are expected to dedicate most of their time to research. There is no expectation that Research Professors will teach.

Academic Rank and Titles

In rank order, the following titles for faculty in this track are: 1. Research Assistant Professor 2. Research Associate Professor 3. Research Full Professor

Contracts

- Research Assistant Professors will receive appointments of one year, or up to the funding period of the external grants supporting them, whichever is shorter.
- Research Associate Professors will receive appointments of two years, or up to the funding period of the external grants supporting them, whichever is shorter.
- Research Full Professors will receive appointments of three years, or up to the funding period of the external grants supporting them, whichever is shorter.

Hiring Processes

Research Professors at all levels are generally hired through the following process at each campus: 1. The candidate submits a full CV, cover letter, three letters of reference, a research statement, and a statement describing how they will be financially supported for their first year to the Associate Dean of Research. According to the Faculty Handbook, the candidate must have a PhD or other terminal degree in Computer Science or related area, and must have appropriate visas and work authorizations to be considered. 2. The ADR will distribute the candidate's materials to the Research & Awards committee for review. This committee may further seek input from other Khoury faculty in the candidate's area of research. The Research & Awards committee will vote on whether to interview the candidate. 3. The candidate's materials will be circulated to all T/TT Khoury faculty. 4. The candidate will be brought in for face-to-face interviews and to give a hiring talk. 5. All T/TT faculty will be asked to vote on the candidate. 6. The candidate's materials and the faculty vote will be forwarded to the Dean. 7. Upon approval by the dean, the candidate's materials will be forwarded to the SVP of Research for review.

Salary

The level of compensation and effort for Research Professors will be determined by the dean. Normally, salaries should be commensurate with salaries of T/TT faculty of comparable rank and discipline. Any annual merit salary adjustments must be provided by external funds.

Annual Review

Research Professors will be evaluated annually according to the same merit review procedures for T/TT faculty. However, the evaluation will be based only on an evaluation of their scholarship, and their ability to secure/sustain external funding.

Reappointments

Reappointments are at the sole discretion of the university, and are contingent upon satisfactory performance, unit and university need, and continued external funding.

Minimum Requirements for Promotion

Research Professors should have: * A minimum of three years' experience at a given rank before being considered for promotion. * Satisfactory annual merit reviews. * *Evidence of sustained contribution to their research area, such as publications.

Promotion Processes

1. Research Professors may request consideration for promotion to the next rank, once all requirements are met. Those seeking promotion should alert the dean of their consideration at least three months prior to their contract renewal date. Promotion is a voluntary process and is not required for contract renewal.
2. The Tenure committee will review Research Professor promotion requests.
3. The Research Professor will provide a current CV, three letters of reference, a research statement, and a statement describing how they will be financially supported for their next appointment period.
4. The recommendation of the Tenure committee will be forwarded to the dean.

Sabbatical Policies

Research Professors are not eligible for sabbatical. However, they can take an unpaid leave of absence for one year, if approved by the dean and SVP of Research.

Service Opportunities

Research Professors may, at their discretion, serve on College and University committees relevant to their role.

Consulting

Research Professors may participate in consulting activities, but only outside of regular University working hours, and otherwise in compliance with University policies and federal regulations.

Advising

Refer to “PhD Advisor and Committee Eligibility” bylaws.

Bylaws, Policies, and Information All criteria and processes above are *bylaws* that require a vote of the tenured and tenure-track faculty whose tenure home is in Khoury.

History These bylaws were approved on October 21, 2018 by a 28-0-0 vote of the tenure-track and tenured faculty whose tenure home is Khoury.