

Program in Behavioral Neuroscience, College of Science
Full-time Non-Tenure-Track Faculty Workload Policy
November 16, 2018
Approved by Provost (designee) November 19, 2018

The annual workload for all full-time Behavioral Neuroscience (BNS) faculty members is intended to reflect the goals of the Program in Behavioral Neuroscience and to ensure alignment of program workload requirements with the overall mission and goals of the College of Science (COS) and of the University. We are dedicated to:

- Delivering a rigorous undergraduate program of study that advances our learning outcomes.
- Building the intellectual and technical skillsets of students which reflect current scientific knowledge and integrates experiential learning through on-campus and cooperative educational experiences.
- Fostering leadership opportunities in research, education, and service to competently prepare students for graduate degree programs and a competitive workforce.
- Improving our pedagogical skills and curricular offerings to enhance our recognition among other top institutions in the field.

As an interdisciplinary program consisting solely of full-time non-tenure track (NTT) faculty members (Teaching Professors), the annual workload for each full-time faculty member will be allocated into a total of six individual units of professional time devoted to specific activities and performance expectations in the areas of teaching and service. There is no expectation of, or provision for, research activities. For purposes of assessing workload performance each year, the program will follow definitions and metrics for assessment of teaching and service outlined in "Criteria and Procedures for the Promotion of Teaching Professors in the College of Science."

The basic workload for all NTT Teaching Professors is six units of effort (100%), where one unit equals one 4-SH course. All faculty are expected to participate in unit governance, i.e. attending promotion review and faculty meetings, to the extent possible. Units of effort may be assigned to service, as describe below. The BNS Director will determine the annual workload, teaching assignments, and service assignments for each Teaching Professor in consultation with the Chairs of the Biology and Psychology Departments. While BNS faculty teach courses offered by those departments, they are full-time appointments within the BNS program. The annual workload of the Director is determined by the Chairs of the Biology and Psychology Departments.

Besides teaching, the BNS program recognizes the necessity for faculty members to engage in service and professional development efforts that are critical to building and sustaining the unit's scholarly culture and thriving reputation. Thus, units of professional time in a Teaching Professor's workload may be devoted to service. Examples of service include, but are not limited to:

- Assisting with program and course assessments
- Advising students and/or student clubs or honor societies
- Organizing recruitment and orientation events for prospective students and internal transfers
- Participating on Departmental and College committees including faculty and staff searches

- Taking part in academic events such as graduation, undergraduate poster sessions, freshmen class presentations, capstone consultations, science fairs, and the like
- Utilizing University teaching and professional development resources
- Fulfilling duties and/or positions that advance the greater neuroscience community


Following consultation with the faculty member and the BNS Director, temporary adjustments to workload may occur in accordance with the University and Faculty Handbook Policies on leaves of absences including the enhanced Parental Leave Policy and the Policy on Parental Teaching Relief.

If a faculty member disagrees or has concerns with their workload assignments, the faculty member has the option to file an appeal to the Program Director and Chairs of the Biology and Psychology Departments who together will make the final decision. The outcome of the appeal does not preclude the faculty member taking additional steps as defined by the Faculty Handbook.


The BNS-SC will review the Full-time Faculty Workload Policy annually. Any policy modification(s) must be approved by a majority vote of the full-time BNS faculty members, and the revised policy will be forwarded to the Dean of COS and the Office of the Provost for consideration. If approved by the Dean and the Provost, an updated policy will be electronically distributed to all BNS faculty members, the Dean of COS, and the Office of the Provost.

The current version of the BNS Workload Policy will be distributed electronically to all full-time BNS faculty members, the Dean of COS, and the Office of the Provost at the start of each academic year. At other times, a copy can be obtained through the BNS Administrative Office. Each faculty member can also request a list of their current workload assignments from the Program Director at any time.

Approvals:


BNS-SC:  Michele Zee

Date of next review: Sept 2019

Dean, College of Science: 

Date: Nov. 16, 2018

Date Sent to Provost: Nov. 16, 2018

Provost: 
(Provost Designee)

Date: 11/19/16

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.

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

- NA* 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.
- NA* 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.