

UNIVERSITY OF DELAWARE - COLLEGE OF HEALTH SCIENCES

DEPARTMENT OF MEDICAL LABORATORY SCIENCES

FACULTY WORKLOAD POLICY

The Faculty Workload Policy for the Department of Medical Laboratory Sciences reflects the academic needs and priorities of the Department and is in compliance with all University policies, the Collective Bargaining Agreement, and the Department's Promotion and Tenure document. The Faculty Workload Policy will serve as the basis for planning annual workloads, and the allocation of salary merit shall be awarded based on the faculty member's performance as reflected in the annual faculty appraisal conducted by the Department Chairperson. The annual faculty appraisal shall be based on the individual's performance in the areas of teaching, scholarship, and service and will be related to the workload plan developed for that year.

To remain current, this workload policy will be reviewed in a time frame that corresponds with the periodic re-accreditation review of the Department's academic program. In the event changes in University policies or the Collective Bargaining Agreement warrant, the Department's workload policy will be reviewed at that time.

Faculty in the Department of Medical Laboratory Sciences may be tenured, tenure track, or continuing non-tenure track. Tenured, tenure track, and continuing non-tenure track faculty in the Department assume responsibility for classroom and laboratory teaching, as well as laboratory preparation and clinical supervision as required by their positions. In addition, tenured and tenure track faculty members are responsible for scholarship, while tenured, tenure track and continuing non-tenure track faculty members are responsible for service activities as required by their positions. Faculty should thoroughly review and be familiar with the Department of Medical Laboratory Sciences Promotion and Tenure document that specifically details teaching, research, and service requirements for promotion and tenure.

Expectations of All Faculty

All faculty, including tenured, tenure track, and non-tenure track, must meet the general expectations of the University as described in the Faculty Handbook, Section 4, Faculty Workload Policies. These expectations include participation in and contributions to:

- a. Regularly scheduled undergraduate instruction;
- b. Advisement, mentoring, and academic supervision of students;
- c. Faculty governance and the development and effective conduct of the academic program as defined by departmental and college by-laws;
- d. Other responsibilities expected of all faculty on the basis of approved departmental and college by-laws or as set forth by the College or University Faculty Senate or as otherwise stipulated in University policy.

Since faculty members receive additional salary for teaching in Winter and Summer Sessions, workload planning and appraisal do not include these periods. However, faculty responsibilities do not cease during the summer months as this time should be used "for reading, study, research, and travel related to the professional development of the faculty member as well as for providing a reasonable period for relaxation" (Faculty Handbook, Section 4, Conditions of Employment).

Expectations of Tenured and Tenure Track Faculty

Tenured and tenure track faculty are expected to perform the activities outlined in the Department's Promotion and Tenure document. Each faculty member is expected to make a balanced contribution to the University in terms of teaching, research and service. In the Department of Medical Laboratory Sciences, teaching generally constitutes 50% of the workload, research/scholarship 40%, and service 10%. Faculty calculates their teaching workload based on credit contact hours or teaching contact hours (see Article XI section 11.8 of the Collective Bargaining Agreement). For tenured and tenure track faculty, a typical workload will be comprised of:

- a. Teaching 6 credit hours or 9 teaching contact hours per week per semester for the academic year consisting of lecture and laboratory courses (the number of courses and sections taught per semester varies per faculty member due to the variation in credit value assigned to each course);
- b. Participation in undergraduate advisement and supervision of theses, independent study, and special problem courses;
- c. Participation in teaching-related activities such as attendance at department functions, involvement in curricular planning, participation in student recruitment activities, handling student safety training, and so forth;
- d. An active research/scholarship program including but not limited to writing grant applications, publishing, presenting scholarly work at professional meetings;
- e. Participation in non-instructional responsibilities and service activities within the Department, the University, in the community, and to professional organizations.
- f. Meeting the general responsibilities of all faculty of the University.

Expectations of Continuing Non-Tenure Track Faculty

For continuing non-tenure track faculty, teaching generally constitutes 95% and service is generally 5% of the workload. Faculty calculates their teaching workload based on credit contact hours or teaching contact hours (see Article XI section 11.8 of the Collective Bargaining Agreement). A typical workload will be comprised of:

- a. Teaching, not to exceed a maximum of 24 credit hours or 36 teaching contact hours/academic year consisting of lecture and laboratory courses (the number of courses and sections taught per semester varies per faculty member due to the variation in credit value assigned to each course);
- b. Participation in undergraduate advisement and, if appropriate, supervision of independent study and special problem courses;
- c. Participation in teaching-related activities such as attendance at department functions, involvement in curricular planning, participation in student recruitment activities, handling student safety training, and so forth;
- d. Performing laboratory preparation for student laboratories and clinical supervision of students as individual positions warrant, thus reducing the actual teaching contact hours in formal courses;
- e. Meeting the general responsibilities of all faculty of the University.
- f. Participation in non-instructional responsibilities and service activities within the Department, the University, in the community, and to professional organizations.

Workload Policy Statement and Composition of Workload

The workload description that follows reflects the current philosophy and practices for the Department's workload assignments. Faculty workloads are coordinated and assigned by the chairperson of the Department of Medical Laboratory Sciences, in consultation with individual faculty members. In order to satisfy the workload needs of the Department and the professional needs of the faculty, tenured, tenure track, and continuing non-tenure track faculty will be able to develop workload plans on an administered basis when possible. Faculty members can elect to use the contact hour or credit hour system for determining percent teaching effort. Workload planning for the following academic year is done at the time of the annual faculty appraisal that occurs each spring, and workload plans are reviewed prior to the start of each semester. If changes to agreed upon plans are warranted, such modifications will be documented and agreed upon in writing by the faculty member and the Chair.

Teaching: Medical Laboratory Science education has as its primary focus two teaching objectives: (1) to impart the theoretical and practical knowledge that underlies the practice of Medical Laboratory Science; and (2) to teach laboratory technique and to develop manual dexterity and problem solving skills. Faculty will follow teaching practices in accordance with the Standards set forth by the professional accreditation organization, National Accrediting Agency for Clinical Laboratory Sciences. Teaching performance includes not only lecture content and the ability to communicate a given body of knowledge but also involves the design and content of laboratory courses and development of general instructional materials. In addition to instructing scheduled classes, teaching will include seminars, directed undergraduate studies (e.g., degree with distinction, independent study), directed graduate studies (e.g., thesis and research supervision, thesis committee), academic advisement, scheduled office hours, laboratory preparation, clinical supervision, participation in departmental committees that impact on curriculum and teaching, student recruitment, departmental functions, and other instructional activities. As appropriate, contact hours for teaching activities will be designated as stated under "Article XI, Faculty Workload" of the Collective Bargaining Agreement.

Percent effort in teaching is defined in terms of the number of teaching contact hours per academic year in facilitating lecture and laboratory courses; the percent effort in directed undergraduate studies, directed graduate studies, and academic advisement; the percent effort in laboratory preparation; and the percent effort in clinical supervision. Since a number of the medical technology courses are not standard 3-credit lecture courses, teaching contact hours can be used in this document to more accurately reflect the actual teaching workload. Due to the intense clinical instruction required of faculty in campus clinical laboratory courses, necessitating the faculty member's constant attendance, each one hour in the lab is counted as one teaching contact hour per week. Teaching responsibilities are negotiated with the Department Chair at the time of annual faculty appraisal in line with Department of Medical Laboratory Sciences Promotion and Tenure guidelines. In accordance with AAUP guidelines, the teaching and advisement workload will not average in excess of 12 credit hours or 18 teaching contact hours per week per semester for the academic year except by mutual agreement through an administered load (24 credit hours or 36 teaching contact hours per academic year). Tenured and tenure track faculty will generally maintain teaching workloads that do not exceed 60%. The primary responsibility of the continuing non-tenure track faculty is teaching, thus their workload assignments will reflect 95% teaching activities except when an administered load is negotiated. The following table summarizes the type of activities required to accomplish the teaching mission of the Department and the corresponding percent effort associated with each activity.

| <u>% Teaching Effort</u> | <u>Teaching Activity</u> |
|--------------------------|---|
| 50 | 12 Credit hours/academic year |
| 50 | 18 Teaching contact hours/academic year |
| 100 | 24 Credit hours/academic year |
| 100 | 36 Teaching contact hours/academic year |
| 0-35 | Laboratory preparation for student laboratories |
| 0-50 | Clinical supervision of students |

Scholarship: Scholarship in Medical Laboratory Sciences includes activities that contribute to the generation and/or advancement of knowledge for the profession and in the basic and clinical scientific areas.

Percent effort in scholarship is defined in terms of demonstrated productivity. Scholarship activity will include but not be limited to refereed publications, grant proposals funded, grant proposals submitted, refereed scholarly presentations, non-refereed publications, meetings attended, papers presented, and invited seminars. It is understood that research is a dynamic activity and data collection may occur over a protracted time period and as such it must receive due consideration at the time of annual evaluation. Scholarship workload activities are negotiated at the time of annual faculty appraisal with the Department Chair in line with Department of Medical Laboratory Sciences Promotion and Tenure guidelines. Scholarship comprises 25-45% of the full-time workload for tenured and tenure track faculty. Since the primary responsibility of the non-tenure track faculty is teaching, scholarship may be negotiated in the workload at the request of the non-tenure track faculty member through an administered workload.

Service: Percent effort in service is defined in terms of the quantity and type of service rendered by each tenured and tenure track faculty member. This is negotiated with the Department Chair at the time of annual faculty appraisal according to the faculty member's talents and the needs of the University, College, and/or Department. Since the primary responsibility of the non-tenure track faculty is teaching, service may be negotiated in the workload at the time of annual faculty appraisal through an administered workload.

Service activities consist of University, College, and/or Department committee responsibilities, as well as participation in professional and community activities as described in the Department of Medical Laboratory Sciences Promotion and Tenure document. In general, service comprises 10% of the full-time workload for tenured and tenure track faculty and 5% of the full-time workload for continuing non-tenure track faculty.

Administered Workloads

Workloads are designed to optimize utilization of the talents and contributions of the faculty in accordance with the academic program needs of the Department and the faculty's opportunities for continued professional development and achievement. An administered workload is one in which the Department Chair, in consultation with the faculty member, assigns teaching assignments, research/scholarly activities, service, and/or administrative activities that vary from the average for the department. Such variation is appropriate provided the administered workload contributes to the Department's mission and as such the faculty member is able to make a meaningful contribution to that mission. Assignment of an administered workload must be done in compliance with all University policies, the Collective Bargaining Agreement, and the Department's Promotion and Tenure document. Generally, assignment of an administered workload will be done at the time of annual workload planning. Details will be included in the planning document, and the faculty member and Chair will sign the agreement.

Faculty categories vary and departmental needs vary and as such individual workloads need to be tailored. To accomplish equitable distribution of workload, the practice of administered workloads will be implemented. Administration of workload is the responsibility of the Department Chair, and it is a function of a variety of factors including but not limited to faculty type (e.g. tenure track vs. continuing non-tenure track faculty), additional student supervision for thesis, buy outs for research, administrative assignments, and variation in teaching, research, or service commitments from the departmental average if deemed appropriate and warranted. The Chair or the faculty member may initiate modification from the standard workload to an administered workload. Buy outs for research will be handled in accordance with the policy outlined by the College of Health Sciences.

In the event a tenured, tenure track, or continuing non-tenure track faculty member fails or is unable to perform the work assigned during the annual planning process, the Chair is responsible for assigning alternative work that is appropriate to ensure that the faculty member meets a full obligation to the Department. Such reassignment may occur, for instance, when a course fails to enroll a sufficient number of students, when curricular changes require reassignment, and so forth. In such cases, the faculty member may be assigned an alternative course which he or she is qualified to teach or additional teaching in a subsequent semester. Reassignment to alternative work can occur whenever it becomes clear to the Chair that a faculty member has failed or is unable to fulfill any element--teaching, research/scholarship, or service--of the original workload plan and there has been consultation with the faculty member regarding his or her inability to meet workload expectations.

1. Examples of administered workloads for tenured and tenure track faculty

It will be at the Chair's discretion, with the availability of departmental resources taken into consideration, that workload variations will be assigned.

Teaching: A faculty member may request an increased teaching load with reduction of the research component. If the Chair accepts the proposal, the faculty member will be assigned additional teaching and will have the teaching workload percentage increased accordingly.

Research/Scholarship: A faculty member may request an increased research/scholarship load with reduction of the teaching component. Since Department resources are limited, such a request should be linked to external grant funding so instructional buy out can be implemented. Buy outs for research will be handled in accordance with the policy outlined by the College of Health Sciences. If the Chair accepts the research/scholarship workload proposal, the faculty member will be assigned additional time for research/scholarship and will have that workload percentage increased accordingly.

In cases where a faculty member is consistently unable to fulfill their annual workload agreement in the area of research/scholarship, the Chair may assign other duties to adjust the workload obligation. For example, if a faculty member fails to fulfill the research obligation and research productivity falls below expectation on the annual faculty appraisal for three consecutive years, the faculty member may be assigned additional teaching and/or service duties to achieve a full workload.

Service: A faculty member may request an increased service load with reduction of the teaching or research components. Such a service load must be an extraordinary commitment and fall outside the envelope of teaching-related activities. Examples of extraordinary commitment include but are not limited to President of the University Faculty Senate, President of a national professional organization, and so forth. If the Chair accepts the proposal, the faculty member will be assigned additional time for service and will have the service workload percentage increased accordingly.

2. Examples of administered workloads for continuing non-tenure track faculty

Since the responsibilities of continuing non-tenure track faculty are exclusively teaching and teaching-related activities, it will be at the Chair's discretion, with the availability of departmental resources taken into consideration, that workload variations will be assigned.

Research/Scholarship: A continuing non-tenure track faculty member may request a reduced teaching load to pursue research/scholarly activities. Since Department resources are limited, such a request should be linked to external grant funding so instructional buy out can be implemented. Buyouts for research will be handled in accordance with the policy outlined by the College of Health Sciences. In addition, since undergraduate education is such a vital component of the mission of the Department, the timing of such a request and the ability of the unit to cover required courses must be taken into consideration. If the Chair accepts the research/scholarship workload proposal, the faculty member will be assigned a research/scholarship workload and will have that workload percentage increased accordingly.

Service: A continuing non-tenure track faculty member may request a reduced teaching load to pursue an increased service load. Such a service load must be an extraordinary commitment and fall outside the envelope of teaching-related activities. If the Chair accepts the proposal, the faculty member will be assigned additional time for service and will have the service workload percentage increased accordingly.

Evaluation and Merit Assessment Option for Summer Work for Tenured and Tenure Track Faculty

The annual faculty appraisal shall be based on the individual's performance in the areas of teaching, scholarship, and service and will be related to the workload plan developed for that year. A tenured or tenure track faculty member on a 9-month academic appointment shall have the opportunity to request that performance in a summer program of sponsored or unsponsored scholarship/research be included in the annual faculty appraisal. The request must be made annually by the faculty member to the Chair at the time of planning annual workloads. The Department Chair may accept or refuse the faculty member's request based on substantive grounds related to the content of the proposal, the appropriateness of the proposed program in relation to the workload of the faculty member, or the department's needs and priorities. If the request is accepted, the agreement must be documented in the workload planning document. In addition, such workload revision will change the workload percentage distributions thus increasing the research/scholarship area with concomitant lowering of the other areas. For complete details, see Faculty Handbook, Section 4, Faculty Evaluation/Merit Assessment Option for Summer Work.

Workload, Evaluation, and Merit Assessment for Continuing Non-Tenure Track Faculty on Summer Appointments

Continuing non-tenure track faculty members on 9 plus 1 and 9 plus 2 appointments perform duties outside of those required for 9-month faculty. These duties cannot be performed within the academic year since responsibilities pertain to such activities as visitations of clinical affiliate sites, acquisition of new affiliates, extensive maintenance/repair of laboratory equipment when it is not in use, and so forth. Since these duties are recurring, required components of the positions, they are included in the workload planning document developed each year. In turn, the annual faculty appraisal assesses the faculty member's performance during the summer months, and the allocation of salary merit is awarded based on the annual faculty appraisal of the individual's total performance.

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| Approved by Medical Technology Faculty | 12/14/95 |
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