

Faculty Workload Policy
Department of Plant and Soil Sciences
College of Agriculture and Natural Resources

Approved for the AAUP
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Introduction and Mission Statement

The Department of Plant and Soil Sciences is organized within the College of Agriculture and Natural Resources with a mission to develop and offer undergraduate and graduate curricula in the plant and soil sciences, to design and implement research, education and scholarly activities supportive of Delaware agriculture and the associated clientele, and to engage in professional service activities.

All faculty members whether tenure track or non-tenure track should participate in and contribute to:

- Regularly scheduled undergraduate and/or graduate instruction;
- Advisement, mentoring, and academic supervision of students;
- Faculty governance and the development and effective conduct of the academic program as defined by departmental and college by-laws;
- 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.

These responsibilities are fulfilled through the collective activities of the faculty in the unit based on individual workload assignments.

Faculty workload and annual evaluation, in addition to determining merit pay increases, shall be an assessment of a faculty member's contribution to the Department, College, Cooperative Extension and University programs and goals, contributions to the profession, and his/her professional development. Faculty holding tenure track positions are expected to perform the activities enumerated in the Plant and Soil Sciences Promotion and Tenure document. Research and publication are a significant part of each faculty member's total contribution as a member of the academic community. Faculty members must be engaged in some form of creative activity in their academic fields, and it is expected that creative activity will be evidenced by publication in the leading journals in their disciplines or other forms of scholarly output, which not only signifies the completion of scholarly inquiry but makes it available to other scholars.

Composition of Workload

All regular members of the faculty of the University are fully engaged for the whole year of fifty-two weeks. While normally members of the faculty are required to teach and/or engage in scholarly activity and service activities for nine months annually, responsibilities of faculty to the University do not cease during the summer months. The summer period is provided 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.

All faculty workload plans are designed according to Article XI, section 11.4 of the Collective Bargaining Agreement between the University of Delaware and the American Association of University Professors, University of Delaware Chapter. According to this agreement: "Workload is defined as teaching, including instruction in regular academic year courses with assigned credit hours and mutually agreed upon instructional assignments, such as thesis, dissertation, seminar and special problem supervision; research, including sponsored research; advising; committee work; and University-administered consultative, and organized

activities, not only inside but also outside the University, when such activities by mutual agreement bring benefit and/or prestige to the University.” All references to any aspect of workload in the University of Delaware Collective Bargaining Agreement will be adhered to.

Workload plans are developed by mutual agreement between the faculty member and the Department Chairperson. Such plans will consider departmental needs, faculty desires, attributes and career development. Variations from a typical workload can be mutually agreed upon between the faculty member and the Department Chairperson. Such variations could include increased emphasis on teaching, a decrease in research effort, extraordinary service role or to cover for sabbatical leaves, team-taught courses, etc.

The first step in the development of workload plans is completion of the faculty workload planning form detailing all aspects of the workload. The information on these forms is used as the basis of detailed discussions on workload, for calculation of the percent time distribution of components of the workload and for documentation of the workload planning process. The Annual Report of Activities and Evaluation of faculty will be based on this annually agreed to workload plan.

In general, faculty workloads are based on the effort in teaching with the remaining time assigned to research and/or service activities. The teaching component of the workload is calculated by use of a formula which is based on the following factors:

1. Twelve (12) credit-contact hours per week constituting a 100% workload per academic semester.
2. The credit-contact hours associated with various teaching activities are as follows:

<u>Teaching Activity</u>	<u>Credit-Contact Hours</u>
Lecture Hour	1.0
Laboratory Hour (requiring constant attendance of faculty member and no teaching assistance provided)	1.0
Laboratory Hour (assistance provided so that constant attention of faculty member is <u>not</u> required)	0.5
Independent Study, Degree with Distinction, Senior Thesis and Internship *, **	1.0/student
Master's Thesis or Research **	1.0/student
Ph.D. Dissertation or Research **	2.0/student
Advisement	0.5/30 undergraduate advisees

*In no semester shall non-classroom teaching exceed 50% of a faculty member's workload.

**Credit is only received in the semester that the student completes the project or special problem and defends his/her thesis or dissertation (Article XI.9, footnote 3, Collective Bargaining Agreement).

The typical administered workload for each category of faculty is the following:

Tenure Track Faculty, Tenure Track Extension Faculty, and Non-Tenure Track Extension Faculty

All full-time faculty members in the Department of Plant and Soil Sciences are expected to engage in the areas of teaching, scholarship, and service as defined in this document. In addition, all faculty are expected to contribute to the normal functions of a department at a university, such as attend faculty meetings and contribute to the overall mission and the day-to-day functions of the department.

The standard workload is based on a 100 percent teaching load of 12 credit contact hours per week per semester. This translates to a 12.5 percent allocation of time per 3-credit course for the 9 month faculty and 10.2 percent allocation for 11 month appointments or for Tenure Track faculty on 9 month appointments who elect for the summer research option as outlined in Section III-F of the Faculty Handbook. Deviations from the standard workload will reflect allocation of time to research/scholarship and service.

Tenure Track Faculty on 9 month appointments. The typical workload for a tenure track faculty member on a 9-month contract in the Plant and Soil Sciences Department will be 6 credit contact hours per week per semester which constitutes 50 percent teaching, with the balance of workload being research and service (typically 45 percent and 5 percent respectively, but this could vary among individuals).

Tenure Track Faculty on 11 month appointments, Tenure Track Faculty on 9+2 appointments, or Tenure Track Faculty on 9 month appointments who have an approved summer research option as outlined in Section III-F of the Faculty Handbook. The typical workload for a tenure track faculty member with these contracts

in the Plant and Soil Sciences Department will be 6 credit contact hours per week per semester which constitutes 41 percent teaching, with the balance of workload being research and service (typically 54 percent and 5 percent respectively, but this could vary among individuals).

Tenure track faculty on a 9-month contract can elect to be evaluated on an 11-month basis to better reflect activities during the summer months as outlined in Section III-F of the Faculty Handbook. Faculty wishing to do so must follow the procedures outlined in the handbook, which includes a request in writing during the workload discussion with the department chair.

Tenure Track Extension Faculty on 9 + 2 appointments. The typical workload for tenure track Extension faculty is 80 percent in Extension and 20 percent in Research. The Extension allocation reflects aspects in Extension teaching and Extension scholarship as identified in later sections of this document.

Non-Tenure Track Public Service Faculty on 9 + 2 appointments. The typical workload for non-tenure track Public Service faculty is 12.5 percent instruction (one 3 credit course per academic year), 20 percent research and 67.5 percent extension.

Non-Tenure Track Public Service Faculty on 9-month appointments. The typical workload for non-tenure track Public Service faculty on 9-month appointments is 25% teaching (3 credit contact hours per week per semester) with the balance of workload stipulated according to the classification in a manner that is consistent with the Faculty Handbook.

Non-Tenure Track Public Service Faculty on 9 + 2 appointment and Non-Tenure Track Public Service Faculty who have an approved summer research option as outlined in section III-F of the Faculty Handbook. The typical workload for non-tenure track Public Service faculty on 9+2 appointment and non-tenure track Public Service faculty who elect for the summer research option as outlined in section III-F of the Faculty Handbook is 21% teaching (3 credit contact hours/week/semester) with the balance of workload stipulated according to the classification in a manner that is consistent with the Faculty Handbook.

Variations from a Typical Workload. The chair can assign or approve requests for nonstandard workloads that are otherwise consistent with the Collective Bargaining Agreement and University policies and procedures. Variations from this workload are generally based on discussions between the individual faculty and the department chair. A faculty member may request additional workload in teaching by such things as adding additional courses; taking on additional workload in advising undergraduate or graduate students; offering pre-approved independent study and similar courses; and providing special services to the department programs or undergraduate courses and curriculum. A faculty member may request additional workload in research through negotiation with the chair in relation to a special project or grant or other research/scholarship activities. A faculty member may request additional workload in service for specific activities for the department, college, university, or a professional association, which requires significant additional time and effort.

Some examples of special nontypical workloads are summarized below:

1. **Faculty Buy-Out from Teaching.** Faculty may buy-out part of their workload responsibilities from a grant or sponsored project. Buyout will typically be taken from teaching responsibilities. Faculty wishing to buy-out workload

responsibilities must have salary savings of at least the allocated amount for a course (12.5% for 9-month and 10.2% for 11-month). Faculty buy-out must be approved in a workload discussion, written in a memorandum of agreement, and signed by the faculty member, the chair, and the Dean. Faculty buy-out must be consistent with College policy.

2. **Emphasis on Teaching.** A faculty member may ask to emphasize teaching and de-emphasize research in his or her workload and thereby ask to teach one or more additional courses during the year beyond the typical assigned workload. If this proposal is agreed to by the Chair, the faculty member will be assigned additional courses and will have his or her teaching workload percentage increased accordingly.
3. **Low Productivity Over Time.** The chair after discussion with a faculty member may re-structure the workload to assign additional teaching or service in cases where there has been a continued pattern of low productivity and quality of performance in scholarly activity.
4. **Extraordinary Service.** Based on an agreement with the Chair, a faculty member who undertakes an extraordinary service role may request a teaching load or research effort reduction to reflect the additional effort in service. If granted, the faculty member's workload percentages will be adjusted accordingly.
5. **Research /Scholarship Semester for Tenure-track Assistant Professors.** To assist with their professional development and their progress towards

promotion and tenure, tenure-track Assistant Professors are eligible for a semester at full pay devoted to research and scholarship during the third or fifth year of probationary period of service. This research/scholarship semester will count as part of six-year probationary period for purposes of promotion and tenure. Assistant Professors must apply to their Chairpersons for the research/scholarship semester no later than January 1st of the second full year of service for a third year research semester and the fourth full year of service for a fifth year research semester. The department chairperson will evaluate the academic merits of the proposed work in the context of the promotion and tenure criteria of the unit.

Service

The percent time involved in committee and other service activities is estimated, using the best judgment of the faculty member and Department Chairperson. Every attempt should be made to give appropriate credit for the time involved in all committee and other service activities using the following selected examples as general guidelines:

<u>Activity*</u>	<u>Percent Effort**</u>
Active participation on any Department, College, University or Professional Society Committee	1-5.0%
Serving as Chairperson of any Department, College, University or Professional Society Committee, Scientific Advisory Boards, etc.	5-10.0%
Serving as Professional Society Executive Officer or Editorial Board Member	5-10.0%

*These are selected examples only and the great diversity of service activities within the unit will require the collective best judgment of the individual faculty member and chairperson in assigning the percent effort to specific service activities.

**Percent effort devoted to service can be up to but shall not exceed 20% of the total workload without prior mutual agreement between the faculty member and Department Chairperson.

Criteria for Evaluation

The criteria for annual evaluation and assignment of merit pay increase will be based on the items included in the “Annual Report of Activities” prepared by the faculty member and reviewed by the Department Chair in accordance with the work load assignment and Collective Bargaining Agreement.

The criteria for promotion and tenure decisions are included in the approved Promotion and Tenure Policy of the Department of Plant and Soil Sciences.