

Epidemiology Program Faculty Workload Policy (To be approved by the Epidemiology Faculty TBD)

Introduction

The University of Delaware's Epidemiology Program is the newest program in the College and Health Sciences. The Faculty Workload Policy for the Epidemiology Program reflects the academic needs and priorities of the Program 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.

All full-time tenured and tenure-track faculty members in the Epidemiology Program are expected to engage in teaching, scholarship and service. All courses taught in the department are at the graduate level. Although members of the faculty are normally required to teach only during the fall and spring semesters, there are situations that involve some faculty participation during special sessions. For those faculty members who do not teach during special sessions, as described in the Faculty Handbook (III.A.1), it is expected that the summer months will 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."

1. Standard 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 graduate instruction,
- b. Academic supervision of students,
- c. Faculty governance and the development and effective conduct of the academic program as defined by Program and College By-laws,
- d. Other responsibilities expected of all faculty on the basis of approved Program and College By-laws or as set forth by the College or University Faculty Senate or as otherwise stipulated in University policy.

The typical assigned teaching load is 9 teaching contact hours each academic year. The typical workload in the department for the academic year is 35% teaching, 50% scholarship, and 15% service. The balance varies by semester and varies across the department faculty.

1.a. Standard Teaching Expectations

The MPH in Epidemiology within the Epidemiology Program is the credentialing degree for public health and requires instruction that prepares students academically as well as to function as professionals in the public health workforce. Degree programs are accredited by the Council on Education for Public Health (CEPH). Teaching loads for tenured and tenure track faculty members vary from individual to individual and from semester to semester. The Director may consider requests for assignment of reduced teaching loads when faculty members increase their percentage of time devoted to research. Teaching loads will be increased if research expectations are not met. For example, if a 50% research effort has been assigned and the level of productivity is below the minimum outlined in the table of page 4 (e.g., less than 4 publications in peer reviewed journal per year or less than 50% effort committed to funded research projects), there would be an appropriate increase to the faculty teaching workload after the first three years in rank.

Each faculty member is expected to advise students, be available for office hours, attend meetings, and participate on committees. Each faculty member is also required to assist in the development and refinement of the Epidemiology Program curriculum and to participate in a variety of other department functions, such as student recruitment and selection. The percentage of workload, and how that percentage is calculated, is negotiable as consistent with the Collective Bargaining Agreement and University policies and procedures.

Due to the nature of Epidemiology courses, workload assignment is based on lecture hours. The typical assigned teaching load is nine contact hours each academic year. As an example, a faculty member could teach three, three credit courses that include three hours of lecture every week (nine contact hours) to attain a typical teaching load.

1.b. Standard Research/Scholarship Expectations

It is our philosophy that participation in research and scholarly activity not only enhances the professional reputation of the individual and the department, but is critical to maintaining an outstanding faculty that is aware of the most recent advances in the science related to epidemiologic methods and professional practice. Scholarship enhances the teaching mission by exposing students, as well as other faculty, to the most recent ongoing research. These findings may be able to be integrated immediately into practice through collaborative projects (e.g., Partnership for Healthy Communities, EpiAssist) and practicum placements.

There are two main measures of research productivity, publications and obtaining extramural funding. It is expected that a faculty member will maintain a productive and nationally recognized scholarly research program as measured by sustained external funding and a publication record commensurate to maintain external funding and stature in the discipline. To protect the faculty from the uncontrollable delays in the publication process, research productivity will be measured based on a 3-year running average. The publication and funding requirements are adjusted according to differences in percent effort in research.

Secondary indicators of research productivity include non-refereed publications (e.g. books, book chapters), symposium presentations, solicited reviews, invited seminars, and presentations at national and international meetings. These will also be considered when evaluating a faculty member's research and scholarly activity.

1.c. Standard Service Expectations

Each member of the faculty will provide professional service. Due to the wide service delivery skills of faculty, faculty members are encouraged to choose to participate in service activities that best fit their particular talents and the needs of the Department, College, University and broader community. Faculty members are expected to perform the more typical university service such as serving on a variety of Department, College and University committees. All faculty members are also expected to attend department functions such as faculty and committee meetings and participate in Epidemiology Program student recruitment and selection activities. The type of service and percentage of workload, and how that percentage is calculated is negotiable as consistent with the Collective Bargaining Agreement and University policies and procedures. Six hours per week devoted to service activities represents 15% of workload.

2. Modified Tenured/Tenure Track Faculty Workloads

a. Emphasis on Teaching

A tenured faculty member may ask to emphasize teaching and de-emphasize research in his or her workload and thereby ask to increase teaching load consistent with the decrease in research during the year. Pending Director's approval, the faculty member will have teaching workload percentage increased accordingly.

b. Extraordinary Service

The Director and faculty member may negotiate an increase in the service role with a concurrent decrease in teaching and/or research. This service must be of a substantial value to the department and may consist of service contributions both on and off campus.

c. Low Research Productivity

The Director may assign additional teaching or service responsibilities, such as committee work, (that is beyond the typical administered teaching and service loads) to faculty members whose research productivity is below the standard percent effort.

d. Other Modifications

As long as the Director acts in ways consistent with the Collective Bargaining Agreement and University policies and procedures, he/she retains the flexibility to

average workloads over semesters or years. This could occur in a variety of situations including coverage of sabbatical or other leaves, to account for team-taught courses, or to take into consideration courses whose time requirements are substantially more than the 6-10 contact hour standard. The Director cannot assign a workload that exceeds the limitations specified by the Collective Bargaining Agreement without the informed written consent of the faculty member. If teaching assignments results in an overload, extra compensation will be given at the prevailing rate.

3. Summer Program of Teaching, Scholarship and Research

Faculty members on 9-month academic appointments may elect to include performance on a summer program of teaching, scholarship, and/or research in the annual faculty evaluation. The specifics will be negotiated within the Collective Bargaining Agreement and University policies and procedures.

4. Specify circumstances that will trigger a variation from the standard workload for continuing non-tenure track faculty

In unusual circumstances, the Director may approve requests for non-standard workloads that otherwise are consistent with the Collective Bargaining Agreement and University policies and procedures. A continuing non-tenure track faculty member might, for instance, at the Director's discretion, be granted a course reduction for undertaking additional service responsibility or as a result of buyout from a grant.

5. Reassignment of workload for any faculty member

When any faculty member, tenured, tenure-track, or continuing non-tenure track is unable to perform the work that has been assigned during the annual planning process, the Program Director is responsible for assigning alternative work that is appropriate to ensure that the faculty member meets their full obligation. This might occur if a course has been cancelled for lack of enrollment. The Director might, in this example, assign the faculty member to assist with another course being taught in that semester or in a subsequent semester. This should be done in consultation with the faculty member.

6. Revisions

Any modification to this workload policy must be approved by a majority vote of the faculty, in accordance with the departmental Bylaws, and by the Dean, the AAUP and the Provost.

7. Dissemination

The Workload Policy will be provided to new faculty members upon their appointment.