

Faculty Workload Guidelines for Tenure-Track and Tenured Faculty Francis College of Engineering

I. Maximum Teaching Load

As defined in Art. XVI of the Contractual Agreement between The Board of Trustees of the University of Massachusetts and The Massachusetts Society of Professors/Lowell (MSP Lowell Contract), the maximum teaching load during the academic year for full-time faculty is three (3) three-credit courses per semester, i.e. 18 credits per academic year. In addition, the minimum teaching load assignment for each individual faculty member “will consist of at least three contact hours per semester (exclusive of thesis supervision) and at least 200 student credit hours per academic year, or direction of graduate thesis or equivalent combination during each semester” (Art. XVI, G. 2.).

As specified in the MSP Lowell Contract (Art. XVI, H. 1.), “Each of the colleges of the University should have an equitable opportunity for providing reduced teaching load to the faculty for the purpose of enhancing and improving their institutional research productivity”

The College of Engineering Workload Implementation Committee has developed the following College-specific guidelines for faculty workload and the conditions for modification from the maximum teaching load. As described in the MSP Lowell Contract, normal Faculty workload is a blend of Research & Scholarship, Teaching and Service where the Department Chair has the responsibility to determine teaching, committee and other service assignments within the department in order to meet the curricular teaching needs of the department while ensuring that the business of each Department is performed at a high level.

Within the College of Engineering, the teaching load must also consider:

- Large sections or multiple sections of the same course
- Lab courses including courses with assistance from professional staff and graduate teaching assistants, and actual faculty contact time per course and per week
- Project courses
- Graduate thesis and dissertation supervision & mentoring.

It is the responsibility of the Chair in each Department, who is most familiar with the requirements for each course in the Department, to assign appropriate teaching loads for each faculty, consistent with these considerations and College Workload Policy. In particular, where sections of lab or supervision of projects or theses are significant portions of a faculty member’s teaching load, the Chair will attempt to formulate an equivalent teaching load.

These guidelines are not intended to replace in any manner articles related to workload that are included in the MSP Lowell Contract.

II. Policies for Reductions in Maximum Teaching Load

Faculty who perform research and/or significant service activities for the Department, College, University and/or Profession may be eligible for reductions in the Maximum Teaching Load. Teaching load reductions based on significant service activities require that the service activities be extraordinary and should be aligned with University, College and Department priorities. Examples of significant external professional service activities that may be considered include Editor-in-Chief for major journal or Program/Conference Chair of a major technical meeting.

To be considered for teaching load reduction for research activities, there are three defined levels of research activity:

Research Active – where faculty are actively engaged in seeking external funding through proposal-writing, active research publications and/or supervision of graduate research students and projects. Faculty in this category qualify for one course reduction per year, i.e. from 6- three credit lecture courses to 5- three credit courses per year.

Research Productive – where faculty engage in all of the activities listed under “Research Active” **and** have active, significant externally funded research grants. Where external funding is from collaborative grants, the individual contribution to total grant expenditures (as quantified by pre-agreed overhead distribution formula) or direct expenditures attributed to an individual in the previous fiscal year will be used for this calculation. Faculty who have externally-funded research grants with research expenditures exceeding approximately **half** of the mean research expenditures per tenure-track faculty in the College may qualify for a reduction of two courses per year, i.e. from 6 – three credit courses to 4 – three credit courses per year.

Research Highly Productive – Faculty who have externally funded research grants with research expenditures exceeding approximately **twice** the mean research expenditures per faculty in the College may qualify for a reduction of up to three courses per year, i.e. from 6 – three credit courses to 3 – three credit courses per year.

While the items listed below are viewed as valuable contributions, they are not considered for reductions in teaching based on research productivity: course packets, self-published books, manuals, or supplemental readings; published book reviews; nonpeer-reviewed abstracts or articles; reprints, revisions, or updates of previously published materials; newspaper or newsletter articles or letters to the editor; nor any accomplishments not affiliated with the University of Massachusetts Lowell.

In addition, there are provisions in the MSP Lowell Contract for reductions in course load for **Major University Service** such as for Associate Chairs, Program Directors, Transfer Coordinators, etc. (Appendix A-16) and Chairs (Art. XVII.K.). As well, the MSP Lowell contract has provisions for **Workload Buyout** (Art. XVI.H.2.d.) at a rate of \$15,000 per 3-credit course.

In all cases, course reductions for major service, research productivity or individual course buyout cannot be combined to reduce teaching load below the minimum teaching load per semester as set by MSP Lowell Contract (i.e. minimum of 3 credits per semester).

Exceptions: Newly hired non-tenured tenure-track faculty members in the College of Engineering are normally offered course reductions as part of their initial startup conditions to encourage research productivity and the acquisition of external funding. These reductions are *at least* three course reductions per year in the first year and two course reductions per year thereafter until tenure application. As a result of these reduced teaching loads, pre-tenure sabbatical leave (Art. XXI) is not available for non-tenured tenure-track faculty in the College of Engineering.

III. Process for Application, Recommendation and Decision on Reduction in Teaching Load:

A. Application

With the exception of newly-hired, non-tenured tenure-track faculty, all faculty members who wish to apply for a reduction in teaching load below the maximum teaching load should submit their application to their Department Chairperson by the **first Monday in January** for reduction in teaching load in the

following academic year. If the Department Chairperson is applying for a reduction in teaching load based on these guidelines, the Chair applies directly to the Dean.

The application should include the faculty member's research plan and current curriculum vita. The plan must identify specific actions with measureable goals that will be taken by the faculty member during the current and subsequent year that demonstrate involvement in conducting research. Faculty who wish to be considered Research Productive should submit evidence of significant ongoing grant funding as well as research expenditures from the previous fiscal year. The Chair and/or Dean may request additional information from the faculty member or Office of Research Administration in support of each request.

B. Recommendation by Department Chairperson to Dean

The Department Chairperson makes a recommendation to the Dean regarding faculty members qualifying for Research Active or, Research Productive status and whether submitted evidence of productivity meets the criteria as specified in these workload guidelines. The Department Chair notifies the Dean and the faculty member in writing by the *third Monday in January* specifying the Chair's positive or negative recommendation including rationale for Research Active or Research Productive status and recommended teaching assignment.

The Department Chairperson provides the Dean with a copy of all materials submitted with the application. The faculty member has until the *last Monday in January* to submit an appeal to the Dean regarding a negative recommendation. The appeal must include the faculty member's reason for requesting this appeal. Additional information for the research plan and/or evidence of the accomplishment including the meeting of criteria can be provided with the appeal. The Dean will consult with the Department Chair as needed.

C. Decision of the Dean

The Dean after reviewing recommendations from the Chair and reviewing faculty appeals, makes decisions regarding the designation of research activity and any recommended course reductions. The Chair and faculty member are informed of decisions by the *second Monday in February*. Only the Dean of the College may approve of reductions in teaching load. The Provost will review all approvals annually to ensure equity in workloads across the University.

D. Workload Appeals Process

To appeal a workload assignment, the unit member first appeals to the Chair, then (as necessary) with the Dean, and then the Provost. Workload assignment issues that are not resolved by this process can be grieved in accordance with the MSP Lowell Contract, Art. XVI.

IV. Teaching Load Adjustment Reporting

When the semester course schedule is submitted by the Department Chairperson to the Dean for review, an explanation of any approved reductions in teaching load needs to be presented. The Dean, in consultation with Department Chairs, shall compile an annual report listing faculty members by Department for whom teaching load reductions have been approved, the number of reductions taken, and the reason for each reduction. This report is forwarded to the Provost.

VI. Authority of the Dean and Rights of the Faculty Member

No provisions in this agreement shall be construed to abridge either the authority of the Dean of the College of Engineering to grant workload reductions, or the right of faculty members provided in the MSP Lowell Contract.

College of Engineering Workload Implementation Committee:

Dean: Joseph Hartman

Chairs: Alfred Donatelli, Oliver Ibe (Acting Chair, ECE), Pradeep Kurup, Martin Margala, Robert Malloy, and Chris Niezrecki.

MSP representatives: Carol Barry, David Kingsley and Ziyad Salameh.

This College Workload Agreement will be in force for the period Academic years 2016-2019. It is expected that College Workload agreements will be reviewed by the Colleges, the Provost's Office and the MSP after three years, and revised as needed.