

University of Massachusetts Lowell
Manning School of Business

**The Manning School of Business Workload Implementation Committee
Workload Guidelines**

PURPOSE

The purpose of the Manning School of Business (Manning) Workload Implementation Committee Workload Guidelines is to allocate tenured/tenure-track faculty resources that support college research goals. The awarding of teaching load reductions assumes that all faculty members are providing a level of service consistent with an equitable allocation of this responsibility within their department.

More specifically, the Manning Workload Implementation Committee will provide a process for appropriate teaching load adjustments in order to:

- continually improve the quality of intellectual life for faculty and students in the Manning School of Business.
- enhance the reputation for scholarship of Manning School of Business faculty in the academic community and in the wider community from which the college recruits faculty and students, places graduates, and secures funding for research.
- maintain and enhance the level of scholarship required to sustain national accreditation consistent with the Manning School of Business and university mission.

The Manning Workload Implementation Committee has developed a fair and equitable means of adjusting academic year teaching loads by:

- recognizing faculty who earn a three credit hour reduction by virtue of their designation of research active.
- recognizing faculty who earn a six credit hour reduction by virtue of their designation of research productive.
- recognizing faculty who earn a nine credit hour reduction by virtue of their designation of research intensive.

1. TEACHING LOAD

1.1 CONTRACTUAL AGREEMENTS (MSP Contract)

Article XVI G.2 Minimum Teaching Load (page 97-98 of 2014-2017 contract) states:

The 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.

The maximum teaching load for full-time faculty is 18 credit hours or equivalent contact hours as defined by the college workload committee per academic year. As specified in the Contractual Agreement between The Board of Trustees of the University of Massachusetts and The Massachusetts Society of Professors (MSP)/Lowell Memorandum of Agreement (July 2014), this maximum load is reduced to 15 credit hours or equivalent contact hours for research-active faculty, 12 credit hours or equivalent contact hours as defined by the college workload committee for research-productive faculty, and 9 credit hours for research-intensive faculty.

In accordance with provisions of this contract, the Manning Workload Implementation Committee has established the following guidelines for implementation.

1.2 TEACHING LOAD MODIFICATIONS

As specified above, the teaching load is 15 credits per academic year for those tenure track faculty who meet the criteria of being research active, 12 credits for those who meet criteria for being research productive, and 9 credit hours or equivalent contact hours for those who meet the criteria for research intensive. However, each faculty member must also fulfill the requirement for meeting 200 student credit hours per academic year.

In addition to changes to workload through research active, productive or intensive designations, the following workload modifications will also be made:

- In accord with the MSP contract, Article XXI Section I (p. 158), newly hired tenure-track faculty members at any rank, may choose to receive a reduced teaching load up to three-course equivalents during their probationary period or a one-semester pre-tenure sabbatical. Newly hired faculty may also receive course releases throughout their probationary period at the discretion of the Dean and in accord with the MSP contract Article XXI section I.
- When a course is canceled beyond the specified contract period, the faculty member will be assigned an appropriate alternative course if one is available or may propose to the Department Chair a plan of work to support college or university needs, or may teach the additional course in the following academic year. The Dean must approve the plan.

2. TEACHING LOAD ADJUSTMENTS THAT RECOGNIZE SCHOLARSHIP

Tenure track faculty members are expected to engage in scholarship pertinent to their field, seek external funding, and disseminate their work through papers and publications.

2.1 ELIGIBLE FACULTY

A faculty member who applies for a teaching load reduction under one of the above designations (Section 1.1) must meet the following eligibility criteria:

- A significant component of the research paper, grant proposal, textbook, or any other work used to seek reduced teaching load must be completed while a member of the Manning tenure-track faculty and the final publication, grant, textbook, etc. must indicate UMass Lowell as the institutional affiliation.
- No more than two faculty members can be eligible for reduction of teaching load at any level for one published research paper, funded grant, textbook, or any other work.
- A faculty member may buyout a course load reduction as per the current MSP Contract.

2.2 REQUIRED DOCUMENTATION

A tenured or tenure-track faculty member who wishes to be considered for research active, research productive, or research intensive designation with the corresponding adjustment to his/her teaching load, must file the following documents with the Department Chair by the due date specified in Appendix A:

- A Teaching Load Reduction Application Form identifying scholarly work being submitted for course load reduction.
- Form 6 updated through December 31 of the previous calendar year.
- Evidence supporting the requested designation (Sections 2.3, 2.4, and 2.5).
- Additional evidence as required by the Department Chair, Department Personnel Committee, if applicable, and/or Dean in order to evaluate the faculty member's request

2.3 CRITERIA FOR RESEARCH ACTIVE DESIGNATION

To be considered for *research active* (RA) designation, the faculty member must provide to the Department Chair and Department Personnel Committee the documents specified in section 2.2. A paper presented at a national, regional, or international conference, preparing a manuscript for publication, or submitting a research proposal qualifies for research active per Article XVI Part I. The paper, manuscript or research proposal cannot be submitted in another academic year for research active designation.

2.4 CRITERIA FOR RESEARCH PRODUCTIVE DESIGNATION

To be considered for *research productive* (RP) designation, the faculty member must provide to the Department Chair the documents specified in section 2.2. This designation is intended for

those faculty members who have maintained high levels of scholarly productivity while also maintaining core service contributions to their department, college or the university. In order to qualify as RP, the faculty member must satisfy either (a), (b), (c) (d) or (e) below:

- a) One paper published by faculty member in a peer-reviewed journal that has an:
 - acceptance rate less than or equal to 25% as put forth by an independent third party, such as Cabell's Published Directory, or as put forth by the editor of a journal, OR
 - impact factor higher (five years since inception) than 1.0 as determined by Scientific Journal Rankings (SJR) or Journal Citation Report (JCR).
- b) Two papers published by faculty member in peer-reviewed journals with acceptance rate between 25% and 35%.
- c) Author of a peer-reviewed textbook, methods book, policy, or other academic book related to the field of business, published during the calendar year by a professionally recognized publishing house acceptable to Department Chair and Dean. Books published by a publishing house that charges a publishing fee do not qualify for eligibility under this criterion.
- d) Other submitted work will be considered if it is substantial and aligns with the norms of scholarship, if acceptable to Department Chair and Dean. For example, Department Chair and Dean may approve a faculty member if any **two** of the following criteria are met:
 - One paper in a peer-reviewed journal with acceptance rate between 25% and 35%,
 - Editor of a peer-reviewed journal or membership on the editorial board of a peer-reviewed journal consistent with the requirements in Section 2.4(a), with documentation of significant workload,
 - Author of a peer-reviewed published work (e.g., monograph, chapter, case study).
 - Other significant work involving effort at the level consistent with above items that is acceptable to the Department Chair and Dean.
 - Actively serving as chair of one or more doctoral dissertation committees during the prior full academic year.
- e) Grants or Funding
 - Any faculty member serving as PI on a grant that exceeds \$50,000 in total grant money.
 - Any faculty member serving as co-PI on a grant that exceeds \$50,000 per PI/co-PI in total grant money. For example, if a grant of \$200,000 has one PI and three co-PIs, it will qualify for this criterion. If the grant amount is less than \$50,000 per PI/co-PI but larger than \$50,000 in total, only the PI will qualify under previous criterion.
 - For multi-year grants, this designation will only be awarded once.

Note: If the published acceptance rates in Cabell are given as ranges, for example, 20% to 30%, the author(s) shall obtain direct confirmation of the exact (actual) acceptance rate from the journal editor for the relevant period.

2.5 CRITERIA FOR RESEARCH INTENSIVE DESIGNATION

To be considered for *Research Intensive* (RI) designation, faculty member must provide to the Department Chair the documents specified in section 2.2. This designation is intended for those faculty members who have maintained exemplary levels of scholarly productivity while also maintaining core service contributions to their department, college or the university. In order to qualify as RI, the faculty member must satisfy either (a), (b) OR (c) below.

- a) Grants or Funding
 - Any faculty member serving as PI on a grant that exceeds \$125,000 in total grant money.
 - Any faculty member serving as co-PI on a grant that exceeds \$125,000 per PI/co-PI in total grant money. For example, if a grant of \$500,000 has one PI and three co-PIs, it will qualify for this criterion. If the grant amount is less than \$125,000 per PI/co-PI but larger than \$125,000 in total, only the PI will qualify under previous criterion.
 - For multi-year grants, this designation will only be awarded once.
 - For multi-year grants that far exceed the above-mentioned amounts, a multi-year designation will be decided on a case-by-case basis.

- b) A publication in a peer-reviewed journal that is included in the following external lists: Financial Times Top 50 Journals, Bloomberg Business Week's 20 Journals, UT Dallas Top 25.

- c) Leadership on an editorial board as editor of a journal that is included in the following external lists: Financial Times Top 50 Journals, Bloomberg Business Week's 20 Journals, UT Dallas Top 25. This position may be counted once and in the year the faculty member is first appointed.

The number of research intensive faculty will normally be limited to one per department per semester. This requirement may be waived upon approval by the Manning Workload Implementation Committee based on review of AACSB faculty sufficiency ratios and faculty resource availability.

A Research Intensive faculty member may choose to spread their course load reductions over two years instead of taking all the course reductions in one year.

2.6 GUIDELINES FOR MULTIPLE YEAR DESIGNATIONS

Each teaching load reduction is for one semester only during the academic year. Since in any given academic year, the contractual teaching load cannot go below a load resulting in two courses in the fall and one in the spring (2-1) or one in the fall and two in the spring (1-2), any load reductions that would, if implemented, result in a load below this level will be deferred until such time as the reduction can be applied.

2.7 PUBLICATIONS, PRESENTATIONS, FUNDING NOT QUALIFYING FOR RESEARCH PRODUCTIVE OR RESEARCH INTENSIVE DESIGNATION:

- Published proceedings or book reviews.
- Published newsletters, newspaper articles, or letters to editors of newspapers.
- Self-published (“vanity”) published works.
- Reprints of previously published work.
- Re-publications in a new medium, e.g. a book chapter from an article.
- Publication of book chapter that is not peer-reviewed.
- Revisions, updates, or modifications of existing publications that do not represent significant additional scholarship.
- Publications, which list the faculty member’s affiliation as other than UMass Lowell or fail to list UMass Lowell.
- UMass Lowell or local presentations.
- Funding (awards, consulting etc.) that is not processed through the UMass Lowell Office of Research Administration.
- Work that does not represent research, evaluation, policy or professional development related to the field of business.
- Consulting or any other activity for which the faculty member received compensation (excluding a token honorarium), except items specifically included in requirements for RP, or RI designations.

2.8 PROCESS FOR REQUESTING RESEARCH ACTIVE, RESEARCH PRODUCTIVE, OR RESEARCH INTENSIVE DESIGNATION

- The faculty member must file the documents specified in 2.2 with the Department Chair as appropriate, for the requirements for research active, research productive, or research intensive designation.
- By February 1 of each year, documents pertaining to activities from January 1 to December 31 of the previous year must be filed by with the Department Chair and should clearly document:
 - a. Designation requested
 - b. Report with supporting materials to substantiate that designation
- The Department Chair will forward materials for faculty members requesting RA designation to the Department Personnel Committee. The Department Personnel Committee will determine whether the faculty member qualifies for research active status. The Committee’s assessment of research-active status shall be sent to the Department Chair and Dean who will review to ensure compliance with above criteria and implement assignment of courses accordingly. The Department Personnel Committee will make its recommendations for RA designation to the Department Chair by February 10.

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- The Department Chair and Department Personnel Committee will assess the requests for research productive and research intensive designation and forward his/her recommendations to the Dean by February 14.
 - The Dean will approve or deny the requests and will inform the faculty member by February 28. Reasons for negative decisions will be given.
 - Workload classification shall take effect the following academic year for the Fall and Spring semesters.

3.1 ADDITIONAL POLICIES

3.2 MAXIMUM TEACHING LOAD REDUCTIONS IN AN ACADEMIC YEAR

The maximum teaching load reduction a faculty member may receive in one academic year through this process is three courses (9 credits). The Department Chair is an exception to this and may receive up to 4 course reductions (12 credits). Special exceptions that expand the maximum number of reductions may be granted by the Dean in consultation with the Department Chair, but no faculty member may teach less than 3 credits (1 course) per semester.

3.3 MAXIMUM TEACHING LOAD REDUCTIONS ASSOCIATED WITH A SCHOLARLY PRODUCT

No scholarly work can be counted more than once for the same workload classification in a calendar year.

3.4 THE FACULTY TEACHING LOAD REDUCTION DEFERRAL CLEARANCE

All deferrals (banked reductions) associated with the previous workload agreement shall be cleared. Deferred publications can only count towards course releases associated with criteria set by PAST workload reductions. Deferred publications will only be counted as previously determined. If a faculty member wishes to qualify for research active or research productive using deferred publications, then one deferred publication will count as one course reduction.

3.5 APPEAL PROCESS

A faculty member who has been denied a teaching load reduction designation for which he/she applied, first meets with the Department Chair, and, if the issue is not resolved, file an appeal by March 15 with the Manning Workload Implementation Committee and then the Provost. Workload assignment issues that are not resolved by this process can be grieved.

3.6 REVIEW

Workload agreements will be reviewed by the School, the Provost's office and the MSP after three years, to evaluate these agreements.

3.7 TEACHING LOAD ADJUSTMENT REPORTING

The Dean, in consultation with the Department Chair, shall compile an annual report listing the Manning faculty for whom teaching load reductions have been recommended, the number of reductions, and the reason for which each reduction was given. This report will be forwarded to the Provost and all Manning tenure track faculty.

3.8 RIGHTS AND APPROVALS

No provisions in this agreement shall be construed to abridge either the authority of the Dean to grant workload reductions, or the rights of faculty members provided in the MSP Collective Bargaining Agreement. Approvals are made only by the Dean at the recommendation of the Department Chair. The Provost will review all approvals annually to ensure equity in workloads across the University. Exceptions to the Manning Workload Policy will be reviewed by the Workload Implementation Committee.

3.9 COURSE RELEASE VS. OVERLOAD

Faculty members may choose to teach the course for additional compensation (overload pay) in lieu of taking or deferring (banking) the reduction.

APPENDIX A – TIMELINE FOR WORKLOAD GUIDELINES

The following timeline shall apply to the review and award of teaching load reductions as described in this agreement:

February 1	Deadline for faculty member to file the required documents pertaining to activities from January 1 to December 31 of the previous year with the Department Chair.
February 10	Department Personnel Committee makes recommendations for RA designations for the following academic year to Department Chair.
February 14	Department Chair reviews and makes recommendations for RA, RP, and RI designations for the following academic year to the Dean, and sends notification of the recommendation to the faculty member.
February 21	Deadline for faculty member who has been denied a teaching load reduction designation for which they applied to meet with the Department Chair, and, if the meeting does not resolve the teaching load reduction disagreement, to file an appeal with the Dean.
February 28	Deadline for the Dean to approve RA, RP, or RI designation for faculty member.
March 15	Deadline for faculty member to file an appeal with the Dean. The faculty member may continue with the appeal as necessary as per the provisions of article 3.4.
Following academic year(s)	Department Chairs implement teaching load reduction for the faculty member.