

HCOE Faculty Workload Policy for Tenured and Tenure-Track Faculty

<i>Faculty Workload</i>		<i>Distribution of Effort (DoE)</i>		
		<u>Teaching %</u>	<u>Research %</u>	<u>Service %</u>
'no research'		70-85 (7-8 crs/AY)*	0	15-30 (activities per dept)^\n
<i>Teaching</i>		50-70 (5-6 crs/AY)*	20-30 <i>To be determined</i> ^#	10-20 (activities per dept)^\n
<i>Balanced</i>		30-40 (3-4 crs/AY)*	40-60 <i>To be determined</i> ^#	10-20 (activities per dept)^\n
<i>Research</i>		20-30 (2-3 crs/AY)*	50-70 <i>To be determined</i> ^#	10-20 (activities per dept)^\n

*One credit hour equates to 7% effort. Crs==Course.

combination of grants/proposals, students, publications, and research expenditures

^dept/college/university and professional society committee & leadership roles, advising, accreditation, reviewer, mentoring, outreach, and other activities

As part of the annual faculty evaluation and planning process, the faculty member will formulate a plan for the coming academic year and in consultation with the chair of the department, identify as teaching only, focused on teaching with some research, focused on balancing teaching and research, or focused on research. The table below is a set of guidelines and not meant to be hard thresholds. Distribution of effort will be set by the department chair during the faculty evaluation process. Exceptions may be made for vital service responsibilities, like curriculum coordinators or ABET, and other factors as appropriate.

Definition of Research Active Faculty: The faculty member is engaged in publishing refereed articles, mentoring and graduating Master's and Doctoral students, writing proposals, and acquiring research funds.

Minimum Faculty Workload Expectations (¹Averaged over four years)

	Proposals/yr. ¹	Research Expenditures/yr. ¹	Ph.D. Graduates/yr ¹	Refereed Articles/yr ¹
Teaching Only	0	0	0	0
Teaching Focus	1	\$25k+	0.25	1
Balance Focus	2	\$200k+	0.5	3
Research Focus	3	\$400k+	1	4

Requests for reduced teaching should be discussed with the department chair. At the discretion of the department chair, tenure-track or tenured faculty who are research active may request teaching

release, also known as academic year (AY) or research buyout, for the upcoming AY. Departments should develop their own equivalency between research buyout and course relief in concert with the college, which should be documented via a signed agreement between the Department Chair and the Dean. The following is offered as a guideline for such equivalencies:

- 20% salary from research grants is equivalent to one course

If a faculty member wishes to take advantage of AY buyout, they must teach a minimum of one course per academic year.

Based on the agreed upon distribution of the AY buyout, the salary is to be transferred to the college operating budget accounts accordingly. The course chosen for release must be mutually agreed upon between the tenure-track or tenured faculty member and the department head.