

Workload Policy for University of Delaware Associate in Arts Program Faculty

(revision of 9 January 2005; approved by majority vote 26 January 2005)

The workload policy supports achieving the mission of the University of Delaware Associate in Arts Programs in Georgetown, Dover, and Wilmington [hereafter referred to (in the singular) as UDAA]. UDAA faculty are designated as continuing, non-tenure track and a major responsibility is the offering of an Associate of Arts degree to University of Delaware students. The faculty pursue their missions through high quality teaching, research, and service consistent with all aspects of the workload policy defined in the Handbook for Faculty, the current Collective Bargaining Agreement (2002-2005, Article XI), and UDAA's promotion guidelines. Further, UDAA is committed to practices that are equitable and that facilitate each faculty member's prospects for promotion and satisfactory peer review.

Administered Workloads

The main function of UDAA faculty is the teaching of students. The UDAA faculty are continuing non-tenure track faculty. Twelve credit contact hours or 18 teaching contact hours per week per semester constitutes a 100% workload for a semester during the academic year as described in the Collective Bargaining Agreement, Article XI. In practice, however, the University adheres to a policy of "administered" workloads. Under this arrangement academic leaders are encouraged to vary the workload balance of individual faculty members among teaching, research, and service. This flexible arrangement allows an academic leader to make workload assignments that stimulate research/scholarship or that take into account heavy teaching or committee assignments.

Workload for individual UDAA faculty members shall be assigned by the UDAA academic leader. Workloads may be administered at the annual planning session. Administered workloads are not automatic, but must accord with the actual contributions of faculty members who are assigned such workloads. The academic leader and individual faculty members will make every effort to apportion workloads fairly and amicably, so that the resulting workload assignments will serve the best interests of the UDAA and the faculty.

Workload Policy

Every full-time faculty member will have a full workload each year.

Teaching

Certain rules are required so that teaching, research, and service in the unit will be balanced. UDAA faculty, and all full-time University faculty, are responsible for a total workload of 12 credit contact hours each semester, as stated in Article XI of the Collective Bargaining Agreement. To identify a point around which variation can occur, a typical

administered teaching load each year for UDAA faculty is twelve credit contact hours per week per semester during one semester and nine credit contact hours in the other semester. Thus, typically, 87.5% of the overall workload is devoted to teaching.

The workload for faculty who handle scheduled laboratories or discussion sections (for which a faculty member is responsible) may vary from the workloads of faculty who do not have these responsibilities. The metric for acknowledging these activities is found on page 20, footnote 3 of the Collective Bargaining Agreement.

If a faculty member engages 100% in teaching (i.e., 12 credit contact hours each semester), this would constitute a 100% workload. However, in keeping with requirements for the implementation of administered workloads in other academic units within the University, activities in research/scholarship and/or service assigned at the annual planning meeting will be counted as part of the total workload. Thus, typically, the remaining 12.5% of the overall workload will be split between research and/or service. The UDAA encompasses diverse academic disciplines. What follows are certain activity categories that would clearly qualify as research/scholarship or service. The indicated activities are not meant to be limiting. There may be other activities that a faculty member can justify to the academic leader as applicable.

Research/Scholarship

As with other components of a workload, research and scholarship activities must be agreed upon and assigned by the academic leader at the annual planning meeting to be included in a faculty member's workload.

Any documented activity, whether during the academic year or during the summer, that aims toward and/or results in publication, whatever form that takes in the particular discipline at issue, may be considered research/scholarship activity. Research/scholarship involving students and aimed at coauthored publication would be legitimate effort. In addition, funded grant proposals or time spent preparing proposals (even if not ultimately funded) would be included as legitimate effort. A faculty member who engages in substantial high quality research/scholarship that is assigned at the annual planning meeting will not be required to support a 100% teaching load, as the Collective Bargaining Agreement, Article XI indicates.

Summer Research Option

A faculty member on a 9-month academic year appointment has the opportunity to request that performance in an approved summer program of sponsored or un-sponsored scholarship and research be included in the annual faculty evaluation (Faculty Handbook III, F, 4). The faculty member must make the request for the inclusion of such a program of research during the annual planning meeting with the academic leader. The academic leader may deny the proposal based on substantive grounds related to the content of the proposal, the appropriateness of the proposed program as part of the workload for the faculty member, or the UDAA's needs. If the request is granted, the agreement must be documented as part of the faculty member's workload for the subsequent year.

Service

As described in the section “Expectations of all Faculty” in the Faculty Handbook, every full-time faculty member is expected to serve UDAA, University, state, and professional organizations through participating on committees and engaging in advisement and other activities.

Documented activities in this category can take many forms. Given the many academic disciplines involved, to list them all is impossible. Certainly, work on UDAA or University committees, as well as service to local, national, global, or academic communities, would apply. A faculty member who engages in substantial service that is assigned at the annual planning meeting will not be required to support a 100% teaching load, as the Collective Bargaining Agreement, Article XI indicates.

Modification of Typical Workload

If a faculty member’s research and service activities fall below expectations on the annual faculty appraisal, that faculty member may be assigned additional teaching by the academic leader, proportional to the shortfall. If his or her research and service activities substantially exceed expectations on the annual appraisal, the faculty member may be assigned less teaching, taking into consideration the overall teaching needs of the program. Typically, this would involve the addition or reduction of one course.

If a faculty member does not concur with an increase in his or her teaching load, the faculty member may request that the academic leader appoint an ad hoc committee of full time faculty to provide an independent review of the faculty member’s service and/or research activity. The committee’s role, however, is only advisory, and the academic leader retains the sole authority to assign workload.

Revisions

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

Dissemination

Potential faculty, seeking a full-time appointment to the UDAA, will be made aware of the Workload Policy of the unit and a copy will be provided to new hires upon their appointment.