

**UNIVERSITY OF DELAWARE
DEPARTMENT OF
KINESIOLOGY AND APPLIED PHYSIOLOGY
FACULTY WORKLOAD POLICY**

Approved by faculty balloting on 3/21/2011

Standard Expectations of Tenured/Tenure-Track Faculty

All full-time tenured and tenure-track faculty are expected to engage in teaching, scholarship and service. Although members of the faculty are normally required to teach only during the spring and fall semesters, as stated in the Faculty Handbook (Section 4: Personnel Policies for Faculty), responsibilities of faculty members do not cease at other times during the year. In particular, 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.”

Teaching Expectations

The typical teaching workload for tenured and tenure-track faculty is 3-6 credit contact hours per week per semester, which constitutes a workload of 25-50 percent allocated to teaching. Teaching encompasses scheduled instruction, individual instruction (e.g., special problems, thesis supervision, undergraduate research advisement, honors instruction), undergraduate advisement, and additional items described in the Collective Bargaining Agreement (CBA). In situations where courses are team-taught or teaching assistants are available, credit/contact allocations can vary from those credits assigned to the course. Workload allocation associated with specific duties is described in detail in the Collective Bargaining Agreement.

Scholarship Expectations

The typical assignment for tenured and tenure-track faculty in the area of scholarship is 40-65 percent of the total workload. We define scholarship broadly as the discovery and dissemination of new knowledge or creative endeavors that contribute to the faculty member’s discipline or professional field. The typical expectation is for faculty to have a focused research program with regular production of original research contributions published in peer-reviewed journals. Faculty are expected to pursue external funding to support their research program. Other forms of recognized scholarship include publication of books, chapters, and reviews, and delivery of presentations at professional conferences and invited seminars. Elected memberships and fellowships in professional organizations, recognition in the form of research-related awards, and the achievement of special certifications, serve as additional documentation of success in scholarship.

Service Expectations

The typical assignment for tenured and tenure-track faculty in the area of service is 10 percent of the total workload. All faculty are expected to participate in ongoing development and conduct of the Department’s academic programs, and, as appropriate, in faculty governance. Additional service to the Department, College, University, and professional community should occur in ways best suited to each individual’s talents. Service activities within the university include university committee memberships, administrative roles within the department such as the directorship of an academic program, participation in student recruitment or student affair activities, service as an external reviewer for an academic program, and service in maintaining specialized laboratory equipment. Professional service includes committee service and leadership roles in professional organizations and service as an editorial board member or reviewer for a journal, publishing company, professional organization, or granting agency. Community service includes memberships, consultantships, and leadership roles with community, civic, or

government entities and presentations, speeches, or workshops delivered to such groups. Awards received in recognition of service activities serve as additional evidence of the quality of effort.

Workload Variations for Tenured/Tenure-Track Faculty

The Chairperson may approve requests for “administered” workloads that vary with the typical workload for tenured and tenure-track faculty, given that such workloads are otherwise consistent with the CBA and University policies and procedures. Examples of such non-standard workloads for tenure-track faculty are summarized below.

Emphasis on Teaching

By mutual agreement of a tenured or tenure-track faculty member and the Chairperson, a faculty member may volunteer to teach one or more additional courses per year beyond the typical program teaching workload, with his or her teaching workload percentage increased accordingly.

Emphasis on Scholarship

By mutual agreement of a tenured or tenure-track faculty member and the Chairperson, the scholarship component of workload can be increased. This would normally be related to time commitments on externally funded research grants, although in unusual circumstances additional scholarship time can be allocated when there is a plan to launch a significant new project.

Low Productivity in Scholarship

The Chairperson may increase teaching workload above the typical teaching workload for faculty members whose scholarship productivity has been low, i.e., faculty members who are not actively engaged in scholarship and publication or who have not successfully obtained extramural funding.

Extraordinary Service

With prior approval of the Chairperson, a faculty member who undertakes an extraordinary service role, (e.g., President of the UD Faculty Senate, President of a national professional organization, etc.) may request an increased service workload percentage, with a concomitant reduction in teaching and/or scholarship workload component(s).

Other Modifications

Within the stipulations set forth in the CBA and University policies and procedures, the Chairperson retains the flexibility to average workloads over semesters or years. This may occur when program requirements are in transition, when it is necessary to assign courses to cover for faculty who are on sabbatical or other leave, etc. In no case will the Chairperson assign a workload that exceeds the limitations specified by the CBA without the informed written consent of the faculty member. If a teaching assignment results in an overload, extra compensation will be provided at the prevailing rate.

Standard Expectations of Non-Tenure-Track Faculty

The standard workload for continuing non-tenure-track faculty in the Department of Kinesiology and Applied Physiology will be governed by the duties (e.g., teaching and/or scholarship and/or

service) defined in the letter of appointment and any amendment thereto and outlined in the first and subsequent annual evaluations.

Workload Variations for Non-Tenure-Track Faculty

In unusual circumstances, the Chairperson may approve requests for nonstandard workloads that otherwise are consistent with the CBA and University policies and procedures.

Election of the Summer Research Option

Tenure-track and non-tenure-track faculty on 9-month academic appointments may request that performance in a summer program of sponsored or un-sponsored scholarship and research be included in the annual faculty evaluation. The faculty member must make the request for inclusion of such a program to the Chairperson on an annual basis during the workload planning process. The Chairperson may turn down the faculty member's proposal 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 department's needs and priorities.

If the request is granted, the agreement must be documented as part of the individual's workload plan for the subsequent year. Documentation must include a statement of the summer program of scholarship and research, and the expected products of that program, and it must stipulate the duration of the summer program up to three months. When it has been an agreed part of the faculty member's annual workload plan, the summer program of scholarship and research must be considered in computing the overall percentage distribution of faculty effort in teaching, research, and service for the year, with a weighting appropriate to the agreed duration of the summer program.

Reassignment of Workload

When any faculty member, whether tenure-track or non-tenure-track, fails to perform the work that has been assigned during the annual planning process, the Chairperson is responsible for assigning alternative work that in his or her judgment is appropriate to ensure that the faculty member meets his or her full obligation to the Department. Such reassignment may occur, for instance, when a scheduled course fails to enroll a sufficient number of students. The Chairperson might, in these circumstances, assign the faculty member to teach a new section of an oversubscribed course for which he or she is qualified or assign the faculty member additional teaching in a subsequent semester. Reassignment to alternative work can occur whenever it becomes clear to the Chairperson that a faculty member has failed to fulfill any element—teaching, scholarship or service—of the original workload plan and there has been consultation with the faculty member regarding his/her failure to meet workload expectations.