

# School of Marine Science and Policy

## Policy Statement Sf/2/10

### Faculty Workload

(Supersedes Policy Statement F/2/92, F/2/03)

### BACKGROUND

The administered workload for tenure-track and research faculty members in the School of Marine Science and Policy (SMSP) must be in compliance with all School, College, and University policies (<http://www.udel.edu/provost/fachb>) and collective bargaining guidelines (<http://www.udel.edu/EMPRELATION/CB/cba05/Index.html>).

Workload planning is initiated during the spring academic term, and an administered workload plan is mutually agreed upon (in writing) by the faculty member and Director of the SMSP.

The College Office of Finance & Administration periodically updates faculty workload distribution for each faculty member in the SMSP based on changes in course offerings, grant success, service obligations, etc.

### GUIDELINES FOR ADMINISTERED WORKLOAD IN SMSP

#### I. Instruction

##### A. Scheduled Teaching

- **1 credit-contact hour = 8.3% of administered workload**
- If a course is team-taught, the workload percentage for each faculty member will be pro-rated based on the percentage of time each faculty member contributes to the course.

Note: Assignment of 12 credit-contact hours constitutes a maximum administered workload per academic semester. Credit contact hours are defined in the UD faculty handbook (see URL above).

##### B. Scheduled Supervision

- **Special Problem (MAST 666/866) = 8.3% of administered workload**
- **Internship (MAST 464) = 8.3% of administered workload**
- **Master's Thesis (MAST 868/869) = 8.3% of administered workload**
- **Ph.D. Dissertation (MAST 964/969) = 16.6 % of administered workload**

Note 1: Each Special Problem course counts as 8.3% of workload, regardless of credit value. Each faculty member is limited to two Special Problem courses per semester.

Note 2: Workload credit is assigned in the semester in which the student defends the thesis or dissertation.

## **II. Research and Scholarship**

### **A. Research and Scholarship - External Support**

- *A proportion of the workload may be assigned to externally funded research activities.*
- All faculty members in the SMSP are expected to maintain research programs funded by extramural funds.
- Faculty workload committed to a sponsored research project will reflect effort in each year of the project.

### **B. Research and Scholarship Match**

- *A proportion of the workload may be committed as matching funds for salary that is provided by an extramural funding agency.*
- Matching funds represent an auditable commitment by the SMSP.

### **C. Research and Scholarship - School Sponsored**

- *A proportion of the workload may be assigned for a specific set of scholarly activities that are not covered by extramural funds.*
- Such projects include preliminary research investigations, proposal preparation, the writing of scholarly articles and books, etc.
- Also included in this category are graduate and undergraduate student advisement and advisory committee participation. Credit for advisement is as follows:

#### Student Research Supervision

- **One full-time registered graduate advisee = 4% of administered workload**
- **One full-time registered undergraduate advisee = 2% of administered workload**

#### Graduate Student Committee Participation

- **One graduate advisory committee = 1% of administered workload**

### **D. Research and Scholarship - Merit Assessment Option**

- *This effort represents scholarly and professional activity conducted outside of the faculty contract period.*
- These activities are defined in Section III, F, 4 of the Faculty Handbook (see above).

### III. Service:

- *A proportion of the workload for tenure-track faculty must be assigned to service activities rendered to the School, profession, and the general public. Members of the research faculty are not required to conduct service tasks (such as committee membership) at the School, College, or University level. (For details concerning research faculty, see SMSP Policy Statement Sf/5/09).*
- Appropriate service activities include intramural committee memberships, leadership in professional societies, editorships, peer-review services, membership on extramural student advisory committees, outreach activities such as Coast Day, and lectures to lay audiences.
- **Typical service assignment = 10% of administered workload unless otherwise approved by the Director of the SMSP.**
- **Service as Associate School Director = 25% of administered workload.**

### Legislative History

- Reviewed and approved by the College of Marine Studies Executive Council - 6 November 1989.
- Faculty recommended ad hoc committee to review and resubmit statement to the faculty.
- Promulgated by Dean of College of Marine Studies (CMS) - 19 January 1990.
- Approved by Provost's Office - 21 December 1990.
- Reviewed by AAUP and found not to be in compliance with regards to overall percentages for research, teaching and service - 1 November 1991.
- Revised and forwarded to AAUP - 3 February 1992.
- Approved by AAUP - 6 February 1992.
- Promulgated by Dean of CMS - 17 February 1992.
- Revised, reviewed and approved by CMS Faculty - 14 March 2003.
- Approved by AAUP - 3 June 2003.
- Approved by Provost's Office - 14 July 2003.
- Promulgated by Dean of CMS - 15 July 2003.
- Revised by Interim Director of SMSP—1 September 2009
- Discussed and revised by Directors Council of SMSP—9 November 2009.
- Posted on Web for faculty comment—16-30 November 2009.
- Approved by Directors Council of SMSP—30 November 2009.
- Approved by vote of SMSP faculty— 12 December 2009.
- Approved by Dean of CEOE—21 December 2009.
- Approved by AAUP – 21 June 2011.
- Approved by Provost's Office – 29 June 2011.
- Promulgated by Interim Director of SMSP—29 June 2011.