

## **FACULTY WORKLOAD POLICY DEPARTMENT OF ANIMAL AND FOOD SCIENCES**

The Department strives for consistency among the following activities:

- a. Promotion and tenure policies and decisions
- b. Faculty appraisals by the departmental chairperson, et al.
- c. Merit salary award policies
- d. Workload assignment policies
- e. Initial contract and contract renewal decision policies
- f. Allocation of resources

This policy accounts for the distribution of effort as a result of workload assignments. Other documents, such as Promotion and Tenure criteria, Faculty Appraisals, etc., deal with the quality of the effort. Given the expectations elucidated in these documents, it is incumbent on the chairperson and the faculty member to apportion the effort among activities.

The Department of Animal and Food Sciences allocates, and is obligated to allocate, its Experiment Station research funds, Extension funds, and College teaching resources (money, equipment, space, staff support, etc.) in ways that support the kinds of faculty and professional activity that supports the goals of the Department and its mission to assist Delaware's agriculture, and other appropriate industry, government and academic constituents.

### **Mission**

“The central mission of the University of Delaware is to cultivate both learning and the free exchange of ideas. The University faculty has a strong tradition of distinguished scholarship, research, and teaching, which is grounded in a commitment to increase scientific, humanistic, and social knowledge for the enrichment of the larger society” (A Mission Statement for the University, Faculty Handbook, approved 1993). The Department of Animal and Food Sciences has historically had responsibilities relating to several phases of animal production agriculture and food science by promoting coordinated efforts in research, teaching and service. Specific areas of research and teaching strength include avian diseases (with particular emphasis on emerging pathogens), animal nutrition, physiology and molecular biology, food chemistry and food process microbiology. The Department is actively involved in numerous outreach/service functions affecting the economic stability of the region’s poultry and livestock industries. In addition, our Department provides leadership for the University’s extension food safety education programs. The diversity of our mission is reflected in the diversity of the administrated workloads of our faculty.

### **Composition of Workload**

The Department adheres to Article XI, section 3 of the University of Delaware Collective Bargaining Agreement in defining the composition of individual faculty workloads. "Workload is defined as teaching, including instruction in regular academic year courses with assigned credit hours and mutually agreed upon instructional assignments, such as thesis, dissertation, seminar and special problem supervision (workload of faculty on fiscal year contracts may include summer session courses); research, including sponsored research; advising; committee work; and University-administered, consultative, and organized activities, not only inside but also outside the University, when such activities by mutual agreement bring benefit and/or prestige to the University." All references to any aspect of workload in the University of Delaware Collective Bargaining agreement will be adhered to. As long as he or she acts in ways that are consistent with the Collective Bargaining Agreement and University policies and procedures, the Chair retains the flexibility to average workloads over semesters or years. In no case will the Chair assign a workload that exceeds the limitations specified by the Collective Bargaining Agreement.

A policy of "administered" instructional workload is followed in order to allow teaching assignments for individual faculty to vary according to faculty expertise, student needs, and requirements for scholarly and service-related activities. Faculty workloads are formulated during the early spring of each year. The first step in this process is the completion of faculty workload information work sheets detailing all aspects of the workload. The information on these forms is used as the basis of detailed discussions on workload, for calculation of the percent time distribution of components of the workload and for documentation of the workload planning process.

The Department of Animal and Food Sciences has both fiscal year (12 month) and academic year (fall and spring semesters – 9 month) faculty appointments. Accordingly the workload calculations are done differently. However, as stated in the Faculty Handbook (Section III.A.1.1) "All regular members of the teaching staff of the University are fully engaged for the whole year of fifty-two weeks. While normally members of the teaching staff are required to teach for only nine months annually, responsibilities of faculty to the University do not cease during the summer months. The summer period is provided 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." In addition (Section III.F.3) "All faculty, whether tenure track or non-tenure track, must meet general University expectations. These expectations include participation in and contributions to:

- Regularly scheduled undergraduate and/or graduate instruction
- Advisement, mentoring, and academic supervision of students
- Faculty governance and the development and effective conduct of the academic program as defined by departmental and college by-laws
- Other responsibilities expected of all faculty on the basis of approved departmental and college by-laws or as set forth by the College or University Faculty Senate or as otherwise stipulated in University policy."

## Teaching Activities

Fiscal year faculty workloads are based on the annualized effort in teaching with the remaining time assigned to research and/or service activities, which are also annualized. The teaching component of the workload is calculated assuming an eleven-month year (22 days of annual leave are not counted as part of the year) and that on the average 12 credit hours or 18 teaching contact hours constitute a 100% workload per academic semester. The credit contact hours associated with various teaching activities are listed in Table 1.

Table 1. Teaching Activity and Associated Credit-Contact Hours

Teaching Activity	Credit-Contact Hours
Lecture Hour	1
Laboratory (per 3 contact hours requiring constant attendance of faculty member)	1.5
Laboratory (per 3 contact hours where assistance is provided so that constant attention of faculty member is <u>not</u> required)	0.5
Independent Study/Special problem (per student) <sup>1,2/</sup>	1
Master's Thesis <sup>2/</sup>	1
Ph.D. Dissertation <sup>2/</sup>	2
Advisement - (30 advisees) <sup>2/</sup>	0.5

<sup>1/</sup> Individual faculty in discussions with the department chair may request that less than 1 credit-contact hour be assigned per special problem student.

<sup>2/</sup> “Scheduled individual special problems and theses count as 1 credit-contact hour, and dissertations count as 2 credit-contact hours. Thirty full-time undergraduate advisees are equivalent to 1/2 credit-contact hour.” Teaching credit is earned during the semester that the thesis/dissertation or independent problem/special study is completed. Collective Bargaining Agreement, Article 11.9 Footnote 3.

The percent time associated with teaching in each academic semester, and summer session is annualized for fiscal year faculty appointments by multiplying by the percent that each semester, and summer session constitutes of the 11-month year. This percentage is 41% for the fall and spring semesters. Summer session accounts for 18% of the 11-month year.

## Research and Other Scholarly Activity

“Research and publication are a significant part of each faculty member’s total contribution as a member of the academic community. Faculty members must be engaged in some form of creative activity in their academic fields, and it is expected that creative activity will be

evidenced by publication or other forms of scholarly output...The number and frequency of publications [or other forms of scholarly output] will vary with the individual, the field of study, and the proportion of time devoted to research. Conversely, teaching, advising, committee responsibilities, and community service are not to be neglected on the ground that research and publication have a higher priority. Each faculty member is expected to make a balanced contribution to the University” (University of Delaware Faculty Handbook, Section III.F.3). The percent time available for research and/or other scholarly activity is distributed after calculation of the percent time associated with teaching and after discussion with the Chair.

### **Typical Administered Workloads**

**Tenure-track (TT) faculty on 11-month appointment, TT faculty on a 9+2 appointment; TT faculty who elect for the summer research option as outlined in Section III-F of the Faculty Handbook** – Typical tenure-track faculty workloads vary widely in the Department of Animal and Food Sciences. Individual workloads are determined on the basis of annual individual workload discussions with the department chair. The typical workload for a tenure track faculty member is 6 credit contact hours per week per semester. This constitutes a 41% teaching workload, with the balance of the workload being research and service (typically 59% and 0% respectively).

**Tenure-track (TT) faculty on 9-month appointment** – The typical workload for a tenure track faculty member on 9-month appointment is 6 credit contact hours per week per semester. This constitutes a 50% teaching workload, with the balance of the workload being research and service (typically 50% and 0% respectively).

**Non Tenure-Track (NTT) Public Service faculty on 9-month appointment** – A typical workload for NTT Public Service faculty is 3 credit contact hours per week per semester in on-campus instruction. This constitutes a 25% teaching workload, with the balance of workload stipulated according to the classification in a manner that is consistent with the Faculty Handbook.

**NTT Public Service faculty on 9+2 appointment and NTT faculty who elect for the summer research option as outlined in Section III-F of the faculty Handbook** – The typical workload is 3 credit contact hours per week per semester. This constitutes a 20.5% teaching workload, with the balance of workload stipulated according to the classification in a manner that is consistent with the Faculty Handbook.

### **Variations from a Typical Workload**

Variations from workload that are otherwise consistent with the Collective Bargaining Agreement and University policies and procedures are generally based on discussions between

individual faculty members and the Department Chair. A faculty member may negotiate additional workload in teaching by adding additional courses or by providing special services to the department teaching curriculum. A faculty member may negotiate additional workload in research through negotiation with the chair in relation to a special project, grant or other research/scholarship activities.

**Faculty Buy-Out from Teaching.** Faculty may buy-out part of their workload responsibilities using funds from a grant or sponsored project. Buy-out will typically be taken from teaching responsibilities. Faculty wishing to buy-out workload responsibilities must have salary savings of at least the allocated amount for a course (12.5% for 9-month and 10.25% for 11-month appointments). Faculty buy-out must be approved in a workload discussion, written in a memorandum of agreement, and signed by the faculty member, the Department Chair, and the Dean. Faculty buy-out must be consistent with College policy.

**Low Research Productivity Over Time.** “Administered workloads are not automatic, but must accord with the actual contributions of the faculty members who are assigned such workloads. Thus workload assignments to support research and scholarship must, over time, be reflected in research and scholarly productivity commensurate with that workload responsibility.” (Faculty Handbook, Section III.F.3) Thus, workload assignments to support research and scholarship must, over time, be reflected in research and scholarly productivity commensurate with that workload responsibility. The chair, after discussion with a faculty member, may restructure the workload to assign additional teaching or service in cases where there has been a continued pattern of low productivity and quality of performance in scholarly activity.

**Extraordinary Service.** With prior approval of the Chair, a faculty member who undertakes an extraordinary service role (e.g. President of Faculty Senate or USDA Study Panel Manager) may request a teaching load or research effort reduction. Every attempt will be made to give appropriate credit for the time involved, but in general the department will not assign more than 10% of faculty time to service (assuming a 5-day work week). The percent time assigned to contractual service (Cooperative Extension) commitments will be predetermined by the faculty member, department chairperson and Associate Dean for Extension.