

  
on behalf of Dean Hubbell  
**APPROVED**  
7/13/04

**DEPARTMENT OF ANTHROPOLOGY  
WORKLOAD POLICY**

Approved by the department, March 12, 2004

**INTRODUCTION**

The Workload Policy of the Department of Anthropology is derived from the Department's stated goals of: 1) providing a high quality undergraduate education in anthropology for all students at the University of Delaware, and; 2) offering a comparative, cross-cultural, and broad-based perspective on the human condition, past and present, for the University community as a whole. The main strength of the Department is its commitment to high quality teaching and training of undergraduate students, including majors and other students of the College of Arts and Science and University who take anthropology courses to satisfy general education and multicultural requirements. The attention of the *entire* faculty is focused on undergraduate education and we strive to create an atmosphere where undergraduate students work closely with faculty. The faculty also agree that professional research is a significant component of our goals in that the faculty's research enhances teaching, provides opportunities for training students in the methods of anthropology, and generates the insights and cross-cultural perspectives we provide to the University and local community.

With these goals in mind, the Faculty of the Department agrees that the workload for the Department will continue to consist of a balance of teaching, research, and service. The balance for any individual faculty member is based on their own particular skills, interests, and opportunities and circumstances for research in their sub-field specialty and region of concentration. Allocation of percentage effort to the three areas is determined by the Chair after consultation with each member of the faculty. The evaluation metric may not be used as a basis for workload allocation decisions.

**Teaching**

The typical administered teaching load for all tenured and tenure-track faculty members is six credit contact hours in one semester and nine credit contact hours in the other. The determination of faculty credit contact hours is spelled out in the signed Collective Bargaining Agreement (July 1, 2002-June 30, 2005), Article XI (especially footnote 3 which reads: *Each hour spent in scheduled classroom teaching counts as 1 credit contact hour. Each hour spent in scheduled laboratory, field or clinical instruction and individual instruction counts as 1/2 credit contact hour. Scheduled individual special problems and theses count as 1 credit contact hour, and dissertations count as 2 credit contact hours. For individual instruction, individual special problems, theses and dissertations, the faculty only receive credit in the semester that the student completes the project or special problem, and defends his/her thesis or dissertation. Thirty full time undergraduate advisees are equivalent to 1/2 credit contact hour. Each hour spent in scheduled individual laboratory, field, studio, or clinical instruction which requires the constant attendance of the faculty member for the entire scheduled hours of instruction, and which does*

*not involve the participation of teaching assistants, counts as one teaching contact hour per week.* Each faculty member is also expected to keep a minimum of five office hours per week. Teaching activities typically will constitute 62.5% of a tenured or tenure-track faculty member's standard workload over the course of the academic year.

## **Research**

Original scholarship that enhances high quality undergraduate teaching is a significant component of faculty workload. Publication and presentation of this scholarship in professional journals, monographs, and books and at meetings and exhibitions is an important component of research activity and constitute evidence of fulfillment of this area of the workload. Research activities will typically constitute 27.5% of a faculty member's standard workload.

## **Service**

The Department views service to the University (at the department, college and university levels) and to local, regional, national and international communities and groups as an important component of the workload, and consistent with the discipline of anthropology's commitment to cross-cultural and comparative understanding. Service activities may include membership on committees and representation in the Department and faculty college or university senate, participation in and service to professional and government organizations at home or overseas, and community activities related to the department's general goals. Service activities will typically constitute 10% of a faculty member's standard workload.

## Summer research option

In accordance with the University of Delaware Faculty Handbook, Section III, F. 4, all faculty members have the option to request that their summer research efforts be included in their individual work plan. If the summer option is requested and approved by the chair, the research portion of the workload may be increased and teaching and service appropriately decreased.

## Continuing Non-tenure Track Faculty

The standard workload for continuing non-tenure track faculty in the Department of Anthropology is comprised entirely of teaching and teaching-related activities. Continuing non-tenure track faculty will typically be assigned four three contact hour courses each fall and spring semester in areas deemed necessary by the chair. Each continuing non-tenure track faculty member is also expected to keep a minimum of five office hours per week. In certain circumstances, the chair may approve requests for nonstandard workloads that otherwise are consistent with the Collective Bargaining Agreement. For instance, at the Chair's discretion, a course reduction may be granted for undertaking a service responsibility that is particularly burdensome or falls outside the envelope of teaching related activities.

### Modifications of the typical workload

After consultation with the faculty member, the Chair may assign alternative workloads as long as such assignments are consistent with the Collective Bargaining Agreement and University policies and procedures. The appropriate assignment and weight will be determined during the annual evaluation process by consultation between the Department chair and each individual faculty member. If a faculty member undertakes unusually demanding activities in one area or if special circumstances preclude a faculty member from being able to fulfill the standard percentage components of the workload, the Chair and the faculty member will come to agreement on other percentage components. Some examples of alternative workloads for tenured and tenure-track faculty are given below:

**Emphasis on Teaching:** A tenured faculty member may ask to emphasize teaching and deemphasize research in his or her workload and thereby: 1. ask to teach one or more additional courses during the year beyond the typical assigned work load, 2. supervise additional independent study and special problems students and/or 3. agree to advise additional undergraduates. If the chair accepts any adjustment in the typical teaching load, the faculty member will have his or her teaching workload percentage increased accordingly.

**Emphasis on Service:** A faculty member who undertakes significantly greater service activities than is typical for department members may request a workload assignment that emphasizes service and a reduced teaching or research load. Examples of such demanding services may include but are not limited to: substantial department, college or university assignments, professional positions such as editing a journal or serving on a professional board, and public/community service.

**Emphasis on Research and Scholarship:** The chair may assign a teaching load below the typical load to faculty members whose research productivity requires additional time. This may be required to support activities such as but not limited to the following: publishing an outstanding work, developing or implementing a significant grant, fulfilling important professional responsibilities or completing a scholarly project at a critical point in their career.

**Low research productivity:** The chair will make appropriate variations in individual faculty workload, so that, for example, a faculty member who for 3 consecutive years lacks an active research and publication program as specified in the Department's promotion and tenure document would be expected to assume greater responsibilities in the areas of teaching and/or service. If a chair makes variations in faculty workload, the faculty member may request a review of his/her research quality and productivity and the chair will appoint an ad hoc committee for that purpose. The composition of the review committee by the chair and its recommendation will be advisory. Alternatively, the chair may appoint such a committee, in the absence of any request from the faculty member. In all cases, the faculty member will have the opportunity to submit any evidence deemed appropriate to the committee's tasks. The recommendation(s) of the ad hoc committee are advisory; the chair has final responsibility for any

change in a faculty member's workload.

**Modifications of Workload policy**

Any modification of this Workload Policy must be approved by a majority vote of the faculty in accord with the Department of Anthropology By-laws, by the Dean, the AAUP and the Provost.

**New Faculty**

The Workload Policy will be provided to prospective new faculty members when an offer of appointment is made.