

FACULTY WORKLOAD POLICY
Biomedical Engineering Department¹
University of Delaware

Passed by Faculty Vote: February 3, 2015

I. INTRODUCTION

The mission of the Department of Biomedical Engineering is to provide high quality education to students at all levels, to perform research leading to the creation, development and organization of new knowledge, and to provide technical service to the community. To achieve the goals of the Department, each full-time faculty member is expected to contribute to teaching, service, and research/scholarly activities.

The workload policy herein shall be administered in a fashion consistent with the terms of the University's Collective Bargaining agreement.

A. Teaching activities include

1. In class course instruction
2. Individual teaching of undergraduate and graduate students, such as the supervision of independent study coursework
3. Advisement of students in course-related, curriculum-related, and profession-related matters
4. Thesis and dissertation advisement toward the award of graduate degrees
5. Textbook writing
6. Improvement and development of courses, curricula, instructional methods and materials, or in other ways going above and beyond what is usually required in teaching

B. Research activities include:

1. Performing individual and collaborative research and other scholarly activities
2. Supervising and collaborating with undergraduate and graduate students, and postdoctoral associates, in research work
3. Publishing significant contributions in scientific, technical, and professional journals, presenting results at scholarly meetings, and utilizing other effective methods for the communication of research findings
4. Regularly seeking and receiving external support for research programs

C. Service activities include:

¹ Biomedical engineering is currently a Program. Until such time as the Department is formed, the "Department" is defined as the "Program" and the "Department Chair" is defined as the "Program Director".

1. Contributing on university, college, and Department committees and on administrative assignments
 2. Serving for professional organizations on a local, national, and international level, such as active membership on academies, committees, boards, and conference organizing committees
 3. Serving as an editor or associate editor for a scientific or professional publication, reviewing books, proposals, and journal papers
 4. Contributing in other activities that serve to promote the mission of the Department, such as, but not limited to, as degree accreditation and recruitment of undergraduate and graduate students
- D. Consulting activity, although important to faculty development, is considered to be a private professional activity. Its effect on the Department should be apparent in enhanced teaching and in research that is pertinent to society's needs. Faculty consulting activities must comply with the University Policy on Consulting.
- E. Faculty workloads will encompass teaching, research, and service, but the distribution of these components may vary from faculty member to faculty member, depending on the needs of the Department and the interests of faculty members. Workloads are generated by consultation between the faculty member and the Department Chair. The responsibility of the Department Chair is to ensure that the Department's total workload is distributed equitably, both within an academic year and over a period of years, taking into account the needs of the Department, its students, and its faculty.
- F. An individual's workload will be determined with the expectation that the faculty member will have the opportunity to meet the criteria for promotion and satisfactory peer review relevant to the employment category of the faculty member. The concept of balance among the three categories of teaching, research, and service is of utmost importance and will characterize the expectations of the Department Chair and faculty member in discussions of the assigned workload.

II. ADMINISTERED WORKLOAD POLICY

- A. The total workload for faculty is defined by the Collective Bargaining Agreement between the University and the AAUP. The agreement considers a 100% workload as 12 credit hours or 18 teaching contact hours per semester.
- B. The percent of each faculty member's workload devoted to teaching, service, and research may vary because the College adheres to an "administered" workload policy. The policy's two intents are to allow optimal utilization of the skills and contributions of each faculty member in the College, and to ensure each faculty member's continued scholarly and professional advancement. These two considerations are used by the faculty member and his or her Department Chair to determine the individual's appropriate workload percentages allocated to teaching, research, and service. Priorities are given to meeting the Department's course offering requirements, and to each faculty member's obligation to provide an equivalent total workload as the result of teaching, research, and service

activities. It is the Chair's obligation and prerogative to administer workload allocations to address these priorities.

- C. In determining overall workloads, consideration is typically given to the following activities. This list is not meant to exclude other legitimate justifications for the modification of an individual's workload composition.
1. Time devoted to course and curriculum development. This may constitute a greater portion of the overall workload when it is the first time a course is taught, and is expected to vary from year-to-year depending on the changes made.
 2. Proposal preparation and solicitation of research funds
 3. Time spent for the active recruitment of undergraduate and graduate students
 4. Responsibility for specific administrative or leadership activities
 5. Participation in external activities so as to have an effective voice in national and international science and engineering policy affecting research funding directions, accreditation, and long range plans for the profession through participation in the governance of professional societies
 6. Participation in important university policy and administrative work
 7. Salary release through grants, contracts or other sources of funding defined by the College's Buyout Policy
 8. Release time for those who are newly appointed at the Assistant Professor level (normally during the first two semesters of appointment).

All Biomedical Engineering faculty are expected to contribute in a significant and continuing way to teaching undergraduate as well as graduate students and to fulfilling the instructional priorities of the Department. It is a faculty norm that on-going programs of externally funded research are expected of all Biomedical Engineering faculty and are not a justification for further reduced teaching and instructional contributions. In some circumstances and for a limited time, however, faculty may buy-out additional instructional time through salary release from external grants and contracts defined by the College's buy-out policy.

- D. A typical administered workload for tenure-track faculty in the Department includes the teaching of one three-credit contact hour course per week each semester which, in the absence of other contributions enumerated in Section I.A.2-6, would constitute an annual **teaching workload of 25%**. In addition, the faculty member is expected to develop and support a nationally recognized and externally funded research program of high quality involving graduate students, which represents **65% research workload effort**. A faculty member should also provide substantial service to the program, university, and profession at a level of **10% service workload effort**. Variations on this workload may include the teaching of a four-credit hour course, or additional courses as required by demands on the Department. Other variations may include an exceptional load for advisement, or recruiting of graduate or undergraduate students, or for significant administrative duties within the Department.

Department academic standards and the faculty norms that support these standards affirm an expectation for all faculty of excellence in teaching and scholarship that

is at the level of well-respected Departments in the nation, and, importantly, that is moving toward national prominence. The typical administered workload in the Department reflects and supports this standard of excellence. The typical workload assignment for research reflects University support of Departments supported by external grants and contracts at a level approved by the Department Chair and dean.

As stated in the Collective Bargaining Agreement, administered workloads must be in accordance with the actual contributions of the individual faculty members, reflect expected quality of teaching, and are not automatic. Thus workload assignment variations to support research and scholarship must be reflected in the research and scholarly productivity commensurate with that workload responsibility. The Chair may assign or approve requests for nonstandard workloads that are otherwise consistent with the Collective Bargaining Agreement and University policies and procedures. The Chair may assign one or more additional courses during the year beyond the typical assigned workload to faculty members who are not over time actively engaged in scholarship, publication, or securing extramural funding.

In order to assure that each faculty member meets his or her full obligation to the Department, workloads may be readjusted when a faculty member is unable to perform the work that was previously allocated. Such reassignment may occur, for example, when enrollment by the first session of a class demonstrates that the course should be cancelled. In general, reassignment to alternative work can occur whenever the Chair establishes that the faculty member is unable to discharge any element— teaching, research, or service—contained in the original workload plan, and after consultation with the faculty member.

- E. All faculty are fully engaged for the whole year of fifty-two weeks. While members of the teaching staff are normally required to teach for only nine months annually, responsibilities of faculty to the University do not cease during the summer months. Indeed the international stature of the Department depends strongly on the vigorous and continuous level of scholarship, research, and professional leadership by the faculty. Faculty must make an annual request to the Department Chair that their workload and performance evaluation include summer activities. Research summer activity will change the overall workload percentages allocated between teaching, research, and service. For example, a faculty member may have a teaching assignment of two three credit courses during the academic year (25% teaching workload) and a 10% service workload. If that faculty member carries out an approved summer research program included in the workload of two months of summer research activity, the overall workload distribution would be 21% teaching, 71% research, and 8% service.

III. OTHER WORKLOAD CONSIDERATIONS

- A. The faculty member is expected to meet classes during the regularly scheduled

class periods and to provide open access to students in need of support and advice. This is helped by holding regularly scheduled office hours but meetings with students should be encouraged beyond that.

- B. The faculty member will be on campus as required by his/her workload.
- C. The role of faculty in providing academic and career advisement is critical to the continued success of the Department. Distribution of student advisees may vary from faculty member to faculty member. These activities will be accounted for in the workload in accordance with the Collective Bargaining Agreement.
- D. Talents, interests, and development needs of individual faculty will produce considerable diversity of teaching assignments vis-à-vis undergraduate vs. graduate courses, and elective vs. core courses. An equitable policy over time will provide faculty comparable opportunities to explore the range of teaching opportunities in which they have an interest, and to develop as teachers and scholars. It is the responsibility of the Department Chair to consider equity of teaching assignments over time when administering faculty workloads.

IV. REVISION OF WORKLOAD POLICIES

- A. Contract changes instituted through the Collective Bargaining Agreement require reassessment of this policy.
- B. Any modification to this workload policy must be approved by a majority vote of the voting faculty, in accordance with the Department bylaws, the Department Chair, the dean, the AAUP, and the provost.