

COLLEGE OF ENGINEERING

WORKLOAD POLICY

January 21, 2005

Preamble:

The NMSU Policy Manual makes the following statement regarding faculty workload “A faculty member budgeted exclusively from instruction and general funds will normally be responsible for the equivalent of teaching 12 credits.” The Policy Manual goes on to state “The faculty member is expected to participate in some research or creative endeavor, professional and/or public service, and internal university activities. Thus, it should be noted that circumstances such as level and/or type of instruction, number of students, extent of preparation and research or institutional requirements may cause the number of credits taught to change from the standard base.” The College of Engineering workload document is intended to bring a level of uniformity from department to department and assure that the spirit of the Policy Manual is adhered to.

By definition, then, workload is the expected level of effort required of all tenured and tenure track faculty. Workload for non-tenure track faculty will be defined by their employment contract.

Workload Policy:

Twelve (12) credits equal a full time teaching load per semester with 3 credits being equal to one three hour course. Thus, four 3-credit courses represent a full time load. A typical faculty workload per semester would involve teaching 6 credits or two courses, 3 credits of research release (either as buy out or as approved by the department head), and 3 credits of professional service release (as approved by the department head). Faculty must teach a minimum of 6 credits per semester except with the approval of the Department Head and Dean. The expectation is that each semester would have a faculty member fulfill a full time workload. However, circumstances may dictate an overload one semester that may be compensated by a reduced load the following semester. Averaging of the workload over a period not to exceed two years is therefore acceptable. **At any time, the Dean may ask to review workload assignments and amend them accordingly.**

Teaching: Faculty involved in minimum research and professional service must assume a full time teaching load or typically 4 classes per semester for 12 credits. The minimum teaching workload is 6 credits per semester (only buy out with research release time or a

special assignment, both being approved by the Dean, will reduce the minimum teaching load). Course loads that require a higher level of time and effort such as first time course development, laboratory classes without the help of a laboratory assistant, distance education course development, or larger than normal class enrollments may be assigned additional credit (e.g. 4 credits for a 3 credit course). **Decisions regarding assigned credit will be under the purview of the department head with written agreement between the department head and faculty member.** With the approval of the department head, new faculty (within two years of first employment) may be allowed to teach only 1 course/semester so that they will be able develop a research program.

Research Release: Faculty may receive up to 6 credits/semester of release for research activities. Research release is either bought out through a research contract (1/4 release equal to 3 credits) or approved by the department head for unfunded activities. Unfunded research release may not exceed 3 credits per semester. Except for graduate student supervision, unfunded release time is limited to no more than three of any 5 consecutive semesters. **Release deliverables are required either as defined under a contract or through a written agreement with the department head.** Research release may be assigned to conduct the following research related activities:

1. Major Proposal Writing (major proposal, if funded, would result in paid release time, full indirect costs, and graduate student support) – maximum of 0.75 credits/semester.
2. Writing Technical or Professional Peer Reviewed Papers – maximum of 0.75 credits/semester.
3. Writing a Book – maximum of 1.5 credits/semester.
4. Supervision of Masters or PhD students– Supervision of 5 students equal to 3 credits/semester. Each student must be enrolled in a 3 hour special topics or thesis/dissertation course.
5. Graduate Student Supervision: In some instances, a masters or Ph.D. student may require a greater load requirement due to the nature of the research and time demands involved of the faculty member. The department heads may allow for additional credit under these circumstances (e.g. 4 hours for a three hour special topics or thesis/dissertation course).
6. Other: Other research related activities not covered above – credits to be assigned by the department head.

Professional Service Release: Faculty may receive up to 3 credits/semester of release for professional service or creative endeavors. **The department head must approve professional service release, determine the appropriate level, and establish expectations in a written agreement with the faculty member.** Assignments that may require additional effort (e.g. chairing a committee) may be

assigned additional credit beyond the maximum. Professional service may be a combination of the following activities:

1. Student Activities: Advisor to Student Organizations – maximum of 0.5 credits/semester.
2. Student Activities: Advisor to a Student Design Team (not part of a regular class assignment), Examples include Advisor to the Concrete Canoe Team, Advisor to the WERC Design Contest Team, etc. – maximum of 0.5 credits/semester.
3. Recruitment Activities: Examples include visiting high schools to talk about engineering, assisting with visitor's day activities, assisting with science fairs and other similar activities, etc. – maximum of 0.5 credits/semester.
4. Retention Activities: Examples include student career and academic advising, tracking of students, developing and implementing intervention strategies, tutoring activities, etc. – maximum of 0.5 credits/semester.
5. Departmental Committee Service: Examples include Departmental T&P Committee, curriculum committee, orals exam committee, thesis or dissertation committee, etc. – maximum of 0.2 credits/semester.
6. College Committee Service: Examples include College T&P Committee, College ABET committee, etc. – maximum of 0.3 credits/semester.
7. University Committee Service: Examples include Faculty Senate, University Search Committees, etc. – maximum of 0.4 credits/semester.
8. Professional Committee Service: Examples include expert panels, officers' positions with professional societies, editing of journals or other published materials, etc. – maximum of 0.5 credits/semester.
9. Other: Other professional service activities not covered above – credits to be assigned by the department head.

Administrative Release: Faculty with administrative duties may receive appropriate credit for the work carried out for this purpose. An example would be a faculty member given $\frac{1}{4}$ release time to serve as the associate department head.