

<b>Policies of the University of North Texas</b>	Chapter 6
<b>06.027 Academic Workload</b>	<b>Faculty Affairs</b>

**Policy Statement.** Faculty members at the University of North Texas have a variety of duties and responsibilities associated with the mission of the institution, including the essential functions of teaching, research/scholarship/creative activities, and professional service/leadership. Work in these areas constitutes the faculty member’s professional obligation to the University and must reflect a 100% time effort.

**Application of Policy.** Tenure-system faculty (tenured and tenure-track faculty) and non-tenure-system faculty.

**Definitions.**

1. Unit Administrator. “Unit administrator” means the head of a unit (e.g., chair, head, dean, director) who oversees reviews and evaluations.

**Procedures and Responsibilities.**

- I. The responsibility for assigning faculty workloads rests with the unit administrator. It is the responsibility of this individual to ensure full compliance with this policy and that the unit meets its instructional responsibilities.

Responsible Party. Unit administrator.

- II. Workloads for individual faculty are assigned annually, to ensure that the unit meets its instructional responsibility while respecting the faculty member’s academic goals. A faculty member’s workload applies to the following academic year and is developed in consultation between the faculty member and unit administrator. For UNT faculty, the areas of professional responsibility include teaching, research, and service. For faculty with administrative roles, administration is also included as an area of professional responsibility, as reflected in the workload report.

Generally, it is expected that a tenure-system faculty member will carry a balanced workload, though in certain cases a major focus on scholarship, on instruction, or on service is warranted. Percentage workload weights in each area of teaching, scholarship, and service must be assigned to allow all tenure-system faculty members to fulfill their role as members of the community by engaging in and pursuing a meaningful program of research and creative activity. A faculty member’s total time and effort must always reflect a 100% workload commensurate with full-time employment as a faculty member.

Responsible Party. Unit administrator, faculty member.

- III. Faculty in each academic unit will establish guidelines that determine the weighting of effort in each area of professional responsibility.

For example, a single class in an academic year may normally represent 10% of faculty effort. This percentage may count more or less than 10% depending on the local context,

including the instruction of larger or smaller classes, use of distributed learning techniques, oversight of teaching assistants or fellows, or coordination of multi-section courses as depicted in the unit guidelines.

Responsible Party. Unit faculty members.

- IV. Faculty in each academic unit will have approved guidelines that determine the activities in teaching, research/scholarship/creative activities, and service/leadership vital to fulfilling the academic unit's mission and the mission of the University. A faculty member's workload will reflect these activities as negotiated with the unit administrator and will be a basis for annual evaluations and progress towards tenure. The Dean and the Provost will review and approve the unit guidelines.

Responsible Party. Unit faculty, unit administrator, Dean, Provost.

- V. Workload of tenure-system faculty should be flexible enough to allow for negotiated efforts that focus on specific activities, including service to the University, as long as the activity is consistent with the university mission. Approved unit guidelines for individual tenure-system faculty workloads, and the unit's guideline for "a balanced workload" for a tenure-system faculty member, should provide advice to both faculty members and to unit administrators that is consistent with the unit mission and the university mission.

Responsible Party. Unit faculty, unit administrator.

Probationary tenure-system faculty will have workload assignments that permit an emphasis on those activities most important for success in the tenure and promotion process.

Responsible Party. Unit administrator, unit faculty.

- VI. Process for Faculty Complaints. Each college and school will be responsible for developing a process for reviewing faculty workload complaints. The process will allow for faculty participation in college- and school-level reviews. Faculty complaints become formal grievances to be heard at the college- and school-level only if they are not successfully resolved to the faculty member's satisfaction at the unit level. A grievance relating to workload will be heard at the University level by the Faculty Grievance Committee only in circumstances in which no lower level recourse to a resolution remains for the faculty member. Any grievance associated with the workload must be submitted in writing at the unit level within 14 calendar days of the decision that triggered the grievance to be eligible for possible University-level review.

Responsible Party. Dean, Unit administrator, unit faculty, faculty grievance committees

### **References and Cross-references.**

UNT Policy 06.035, Academic Freedom and Academic Responsibility

UNT System Board of Regents Rule 06.601 Academic Workload Requirements

Texas Code 51.402

Texas Code 51.942

**Forms and Tools.** None

Approved: 08/01/1989

Effective: 05/05/2017

Revised: 08/1995; 08/1998; 06/1999; 06/2001; 08/2008; 04/2011\*; 04/20/2016, 05/05/2017

\* Reviewed with no change, formatted.