WILLIAM F. HARRAH COLLEGE OF HOTEL ADMINISTRATION WORKLOAD ASSIGNMENT POLICY AND GUIDELINES

I. INTRODUCTION

A. General Policy Statement

1. The distribution of workload assignments for a tenure-track academic faculty member will be determined in accordance with the mission and priorities of the University and the goals and needs of the William F. Harrah College of Hotel Administration. All workload assignments shall be consistent with the UNLV Workload Assignment Policy and Guidelines, the applicable sections of the Board of Regents’ Handbook, and the bylaws of the University, as well as the bylaws of the William F. Harrah College of Hotel Administration. Each faculty member’s workload will be distributed over an agreed-upon allocation of activity in the areas of teaching, research, scholarship, or creative activity, and service. It is the responsibility of all faculty members to be engaged in the pursuit of excellence in generating, transmitting, applying, and preserving knowledge.

2. The standard University instructional requirement for all full-time, tenure-track faculty members is three (3) courses per semester (one course equals three credits). The nature of academic work dictates against a standardized definition of work in terms of hours (e.g., 40-hour work week).

3. The workload policy guidelines below shall apply to full-time, academic tenure-track faculty, with teaching responsibilities. Part-time tenure-track faculty with teaching responsibilities will have workload assignments prorated to the percentage of their appointment. It shall not apply to nontenure-track (Rank 0) appointments, those who have administrative or nonteaching appointments, part-time instructors, or support staff. Nontenure-track (Rank 0) employees with teaching responsibilities generally will teach four courses per semester. Nontenure-track workload assignments, however, may be negotiated to include other responsibilities, such as directing a laboratory, advising, or other duties. The reassignment and other teaching assignment categories may be used to designate the other responsibilities negotiated in the nontenure-track employees’ workload assignments.

4. Under very limited circumstances, a tenured faculty member may request a four (4) course (one course equals three credits) per semester teaching load in lieu of any requirements for research or creative activity. This is known as a Teaching-Track Assignment. Assignments for teaching-track faculty must be approved by their immediate the Associate Dean for Academic Affairs, Dean and the Executive Vice President and Provost. Annual evaluations will be based solely on teaching and service activities. A return to regular faculty status, and the return to the standard University instructional requirement for all full-time, tenure-track faculty members of three (3) courses per semester, can be negotiated at any time.

5. All faculty are expected to maintain office hours on a weekly basis for a minimum of 5 hours, spread over 2 or more days. The office hours will occur during normal university workday (8 am to 5 pm). With the approval of the Associate Dean for Academic and Student Affairs faculty may request office hours outside of the normal workday provided they occur immediately before or immediately following a class that meets outside of the normal workday hours and do not exceed a total of 2 hours.

B. Faculty Responsibilities Related to Policies and Guidelines

See UNLV Bylaws, Chapter 3, Sections 2.4 and 5.1; UNLV Bylaws are located at: http://blue.scsr.nevada.edu/Handbook/title-5/t5-CH06.doc_cvt.htm#t5c6s1.
It is understood that all faculty members will fulfill their individual obligations as detailed in the UNLV Bylaws and all other applicable governing documents.

II. BASIC PRINCIPLES OF HARRAH HOTEL COLLEGE WORKLOAD ASSIGNMENT POLICY AND GUIDELINES

A. Seminal activities to the Mission of the University (see Section V.) are teaching; research; artistic, creative, cultural exhibition, and performance activities; advising; administrative and governance service; professional development; maintaining currency in academic discipline; public, professional, and institutional service; developing curriculum and other instructional enhancements; and resource procurement. Any of these would serve as justification for requesting and/or being assigned workload reassignments and/or other teaching assignments.

B. All workload assignments must be consistent with the standard University instructional requirements; and the applicable workload guidelines, procedures, and policies at all required governing levels. In addition, all reassignments and other teaching assignments must be requested and/or assigned, documented, and approved each semester as outlined in this document, with the respective bylaws and Workload Policy(ies) governing each faculty member detailing the specific requirements. These requests and/or assignments will be documented and approved when the schedules are finalized each semester. Reassignments and other teaching assignments are made on a case-by-case basis, and are not automatic. Faculty can expect that the inability to complete proposed activities may result in denial of future requests, or cancellation of reassignments and or other teaching assignments that may have been pre-approved.

C. Summer assignments are not considered part of the academic year workload assignments for a B-contract faculty member. A faculty member who assumes additional teaching, advising, or other responsibilities during the summer may be compensated by means of a Letter of Appointment (LOA) for an agreed-upon amount, a supplemented contract, or in exceptional circumstances request reassignment during the academic year. Faculty members may request to do additional work in the summer for no additional remuneration, and request that these additional summer assignments offset their fall or spring semester workloads in exceptional circumstances depending upon the curricular needs of the students. This would include those faculty members who teach in alternative summer semester programs. These requests must be approved in advance by the Associate Dean for Academic Affairs, Dean, and the Executive Vice President and Provost.

D. Teaching assignments will not be reduced to zero over an academic year except in the case of sabbatical leave, professional development leave, research buy-out, fellowship leave (e.g., Fulbright), temporary assignment to a major university position (e.g., Interim Dean, Assistant to the President), or other approved assignments. Any assignments, reassignments, and/or other teaching assignments which bring the faculty member’s teaching assignments to zero must be approved in advance by the Associate Dean for Academic Affairs, Dean and the Executive Vice President and Provost.

E. A reassignment will not be automatically granted if a faculty member’s course fails to enroll a sufficient number of students as defined by the University. The faculty member may be assigned to teach a course ordinarily taught by a part-time instructor or by a graduate assistant; or, the faculty member may request to teach an overload the following semester without additional compensation or request another type of reassignment. These assignments and/or reassignments must be approved by the Associate Dean for Academic Affairs and the Dean.

F. Teaching in Interdisciplinary Programs and/or Other Departments, Schools, Programs, Units. Faculty member may teach a classroom, laboratory, or equivalent course for a Unit other than their own; such as Women’s Studies, the Honors Program, or in any other Department, School, Program, or interdisciplinary program; and that course will be considered part of the faculty member’s standard University instructional teaching assignment. The Associate Dean for Academic Affairs must approve this assignment.

G. Overload. Overload teaching assignments must be approved by the Associate Dean for Academic Affairs and their Dean. Faculty with approved teaching overload assignment contracts must continue to fulfill service and research or creative activity obligations. Faculty may not request overload teaching assign-
ments if they have also requested and been approved for reassignment(s) and/or other teaching assignment(s).

H. Research and scholarship workload expectations are measured on a 3-year rolling calendar, beginning with the current year and going backwards 2 years. The e-year model recognizes the nature of the research, grantseeking, and publishing process. Expectations and results are measured within the context of the 3-year model. The faculty member has primary responsibility for communicating and documenting progress towards meeting the established standards.

III. WORKLOAD ASSIGNMENTS AND DISTRIBUTION OF RESPONSIBILITIES

Individual workload assignments and distribution of responsibilities will be determined each semester for faculty members in accordance with the mission and priorities of the University, and the goals of the William F. Harrah College of Hotel Administration. All faculty members who are governed by the UNLV Workload Assignment Policy and Guidelines must follow the practices and procedures for implementation and record keeping in accordance with the general guidelines of this Policy. Faculty members requesting each reassignment and/or other teaching assignment must complete the required documentation and obtain approval of all administrators, as required, within their reporting structure. Each request for reassignment and/or other teaching assignment must be documented and approved, and meet the policy and reporting policy requirements appropriate to the William F. Harrah College of Hotel Administration. In addition, faculty members will be required to report the results of their reassignment(s) and/or other teaching assignment(s). Faculty can expect that the inability to produce results may result in the denial of future requests and/or the cancellation of reassignments and/or other teaching assignments that may have been pre-approved. All documentation regarding these requests and/or assignments, as well as the results, must be in writing and maintained for purposes of audit by the Unit designated by the University.

A. Other Teaching Assignments. Teaching, or instructional, assignments approved for academic faculty cannot be defined by only using the framework of standard lecture and laboratory courses. There are many other types of teaching assignments that are considered part of the students’ educational experience. Students are either learning when taught within these other structures, or students will benefit from the faculty member’s involvement in these other teaching assignments. These other teaching assignments include, but are not limited to: laboratory teaching and/or supervision, direction of independent study, supervision of internships/externships, student advising, thesis and dissertation supervision, and course and curriculum development.

These other types of teaching assignments will be requested and/or assigned each semester, and must be documented and approved in writing as detailed in ‘this Workload Policy. For consideration of credit towards the faculty member’s standard instructional requirements, these other teaching assignments must be approved. They are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenure-track faculty member’s standard University instructional requirement of three (3) courses per semester.

Other Teaching Assignments may be requested and/or assigned for the following activities with the approval of the Associate Dean for Academic Affairs and Dean. The guidelines and the credits to be assigned for each of these will be detailed in ‘this Workload Policy

Teaching of Large Sections. Other teaching assignment credits may be requested and/or assigned for teaching large sections. The credits approved for this assignment are based on a formula established using the class size and determined by the college executive committee.

Guidelines: 100-200 level classes: 89-146 students = 1.5 load (or .5 overload) 190-282 students – 2.0 load (or 1.0 overload) 300-400 level classes: 89-146 students = 1.5 load (or .5 overload)

Distance Education classes follow the same guidelines as normal classes.
B. **Reassignments.** These may include, but are not limited to the following: research related to scholarly and creative work in the faculty member’s discipline aimed at specific results (e.g., books, articles, and reports; and/or service to the University community, and/or profession, including research, creative activity, consultation, administration, or other services directed toward the University or professional association to which the faculty member belongs and for which the faculty member is not compensated monetarily.

Reassignments may be requested and/or assigned each semester, and must be documented and approved in writing as detailed in the faculty member’s Workload Policy. **Reassignments are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenure-track faculty member’s standard University instructional requirement of three (3) courses per semester.** Reassignments may be requested and/or assigned for one or more of the following activities:

1. **Scholarship.** Reassignments may be requested and/or assigned for the preparation of articles, books, reports, and other manuscripts for publication, and the preparation of creative performances or exhibits.

2. **Research and Development Related to Proposal Preparation.** Reassignment may be requested if a faculty member is preparing a proposal for which the faculty member would be the Project Director. It is not necessary that the proposal be funded during the semester a reassignment is approved, but it should be submitted for review to a funding agency during that semester.

3. **Reassignment** may be requested if the faculty member is the Principal Investigator, Chief Administrator, or Director/Supervisor of a Creative Activity supported by a grant or contract funded by extramural sources for which the University receives indirect cost remuneration. **Whenever possible, compensation must be returned to the University to cover costs of replacing the faculty member with the grant or contract funding.**

4. **Associate/Assistant Dean, Director, or other administrative assignment.** Reassignments may be requested by these faculty members for their administrative duties. Reassignment credits will vary depending on the size/complexity of the number and level of degree programs offered; and/or whether the faculty member has the major responsibility for the administration and supervision of a facility, academic or research program or unit. Faculty will negotiate this reassignment with the Associate Dean or their representative.

5. **Other Administrative Assignments and/or Other Major University or Unit Service.** Reassignments may be requested and/or assigned for other administrative assignments/duties (e.g., Director of Internships, Curator, Computer Coordinator); and/or for serving as Chair of a significant committee/task force, serving on multiple committees/task forces (for the College or University), serving as Faculty Senate Chair, serving as NCAA representative, or other similar service-intensive positions. Faculty will negotiate this reassignment with the Associate Dean or their representative.

6. **Service to Profession.** These reassignments would include Editor/Associate Editor of a Professional Journal; Convention/Program Chair; Officer of a Professional Association; and/or other comparable service to the faculty member’s profession. Reassignments may be requested if the faculty member has primary responsibility for the review and selection of manuscripts; or if it appears the scope and responsibilities of the journal position warrant reassignment. Reassignments may be requested for service as the Program Chair or local arrangements Chair of a major convention of the discipline; and/or for service as an officer of a regional or national professional association, depending upon the scope and responsibilities of the position. Faculty will negotiate this reassignment with the Associate Dean or their representative.

7. **Newly Hired Faculty.** Newly hired faculty in tenure track-positions, who are not hired with tenure, may negotiate reassignment annually of a three-credit course (or its equivalent) during their pre-tenure employment. The documentation for these requests must detail the purpose using one of the...
other categories of reassignments and/or other teaching assignments. Faculty will negotiate this reassignment with the Associate Dean or their representative.

9. Leave. This category of reassignment is used when a specific type of leave has been approved by the applicable Unit and/or Supervisor (e.g., sabbatical, faculty development, medical).

C. In the Harrah Hotel College, the following specific course reassignments may be given under the following circumstances and expectations for workload in teaching, research and service:

1. There may be a four-course reassignment, per year, for the Associate Deans.

2. There may be a two-course reassignment, per year, for any faculty member who is serving in an administrative capacity for the College, i.e., as an Associate or Assistant Dean or Director.

3. There may be a one-course reassignment, per semester, for those faculty members who teach three labs courses in one semester.

4. There may be a one-course reassignment, per semester, for those persons acting as program directors of major programs within the college/department.

5. There may be the University mandated standard course reassignment for those faculty members serving on/chairing University committees requiring course reassignment.

6. There may be a one course reassignment per year for those faculty members who serve as graduate coordinators.

7. In exceptional circumstances the Associate Dean for Academic Affairs, with the approval of the Dean, may authorize a course release, when requested and documented by the individual faculty member. Examples might include a large number of independent study students in a single semester, chairing multiple dissertations, and so forth.

D. Expectations.

Reassignments for scholarship and research are made in accordance with the following policy that indicates satisfactory levels of performance in teaching, research and service for the associated workload:

Specific Details:

- A **Teaching Summary** is required of each faculty member. It is a summary of activity for the previous year with appropriate artifacts to demonstrate competence and effectiveness. (such artifacts could include a philosophy of teaching statement and for each class taught: syllabus, outcomes assessment(s), tests, assignments, and student evaluation scores)

- **Research and Scholarship** are measured on a 3-year rolling calendar, beginning with the current year and going backwards 2 years. The 3-year model recognizes the nature of the research, grant seeking, writing, and publishing process. Expectations and results are measured within the context of the 3-year model. The faculty member has primary responsibility for communicating and documenting progress towards meeting the established standards. Acceptable research/scholarly products include: refereed journal articles, refereed conference proceedings, academic conference presentations, non-refereed publications, grants or grant applications, reports to sponsor, or other scholarly or creative activities that relate to the faculty member’s academic area.

**4/4 Course Load**
Teaching:
- 5 office hours per week on campus (Note: Faculty who teach on-line will meet the on-campus office hours requirement and are encouraged to also provide on-line office hours, that may occur at the same time as the on-campus office hours.)
- Acceptable student evaluations for the course type and level.
- An annual teaching summary for the previous year.

Research:
- There is no research/scholarly activity expected for this teaching load assignment.

Service:
- Active member of 2 college, or university level committees,
- Active member of 1 educational or professional society and
- Evidence of industry interaction and involvement (e.g., seminars, conferences, faculty internships, consulting, holding an office, etc.).

3/3 Course Load

Teaching:
- 5 office hours per week on campus (Note: Faculty who teach on-line will meet the on-campus office hours requirement and are encouraged to also provide on-line office hours, that may occur at the same time as the on-campus office hours.)
- Acceptable student evaluations for the course type and level.
- An annual teaching summary for the previous year.

Research:
- Any 3 of the following per year: refereed journal articles, refereed conference proceedings, academic conference presentations, non-referred publications, grants or grant applications, reports to sponsor, or other scholarly or creative activities that relate to the faculty member’s academic area.
  
  Or

  - Revision of an existing book.

  Or

  - One book every three years.

Service:
- Active member of 2 college, or university level committees,
- Active member of 1 educational or professional society and
- Evidence of industry interaction and involvement (e.g., seminars, conferences, faculty internships, consulting, holding an office, etc.).

3/2 Course Load

Teaching:
● 5 office hours per week on campus (Note: Faculty who teach on-line will meet the on-campus office hours requirement and are encouraged to also provide on-line office hours, that may occur at the same time as the on-campus office hours.)

● Acceptable student evaluations for the course type and level.

● An annual teaching summary for the previous year.

Research:

● One refereed journal article per year

● In addition to the refereed journal article, a revision of an existing book or any 2 of the following per year: Refereed conference proceedings, academic conference presentations, non-referred publications, grants or grant applications, reports to sponsor, or other scholarly or creative activities that relate to the faculty member’s academic area.

Assessment includes a published work, or letters of acceptance for work accepted for publication, work in progress, components of future research, data gathering activities, submitted articles, completions, etc.

Or

● Two refereed journal articles per year and one book every three years.

Service:

● Active member of 2 college, or university level committees,

● Active member of 1 educational or professional society and

● Evidence of industry interaction and involvement (e.g., seminars, conferences, faculty internships, consulting, holding an office, etc.).

2/2 Course Load

Teaching:

● 5 office hours per week on campus (Note: Faculty who teach on-line will meet the on-campus office hours requirement and are encouraged to also provide on-line office hours, that may occur at the same time as the on-campus office hours.)

● Acceptable student evaluations for the course type and level.

● An annual teaching summary for the previous year.

Research:

● Two refereed journal articles per year

● In addition to the refereed journal articles, a revision of an existing book or any 2 of the following per year: refereed conference proceedings, academic conference presentations, non-referred publications, grants or grant applications, reports to sponsor, or other scholarly or creative activities that relate to the faculty member’s academic area.

Assessment includes a published work, or letters of acceptance for work accepted for publication, work in progress, components of future research, data gathering activities, submitted articles, completions, etc.

Or

● Two refereed journal articles per year and one book every three years.

Service:
● Active member of 2 college, or university level committees,
● Active member of 1 educational or professional society and
● Evidence of industry interaction and involvement (e.g., seminars, conferences, faculty internships, consulting, holding an office, etc.).

Summary of Workload Expectations

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<th>Teaching Workload</th>
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* A new book receives 3 years of credit

C. Reassignments and/or other teaching assignments shall not be requested, assigned, and/or approved for the following:

1. Any private, professional services including, but not limited to, consulting, performance/exhibits, expert witness services, contract work, or other employment where there is remuneration over and above the faculty member’s University compensation.

2. Community service activity that is not consistent with a faculty member’s area of teaching and/or research or creative activity expertise.

3. Instruction, workshop organization, conference planning, curriculum development, clinical work for licensing requirements, and/or creative performance for any program where there is remuneration over and above the faculty member’s University compensation.

IV. Private Professional Work, Consulting, and Outside Employment

Private professional work, consulting, outside employment, and other bases of supplemental compensation should not be a factor in workload assessment and determination in any University of Nevada, Las Vegas workload assignments, requests for reassignments, and/or requests for other teaching assignments. Workload reassignments and/or other teaching assignments shall not be requested, assigned, and/or approved for any extra-compensation activities.