I. INTRODUCTION

A. General Policy Statement

1. The distribution of workload assignments for a tenure-track academic faculty member in the College of Engineering (COE) will be determined in accordance with the mission and priorities of the University, our College and the goals and needs of each faculty member’s Department/School. 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, our College, as well as the bylaws of the faculty member’s Department/School. Each faculty member’s workload will be distributed over an agreed-upon allocation of activity in the areas of teaching, research 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 COE instructional requirement for all full-time, tenure-track faculty is three (3) courses per semester (one course equals three credits). Some COE Units may define
workload assignments in terms of contact hours rather than credit hours. The specific formula based on contact hours must be specified in the applicable governing Workload Policy (ies) of each Department/School. The nature of academic work dictates against a standardized definition of work in terms of hours (e.g., 40-hour work week).

3. In recognition of the fact that there is a great diversity among Departments/Schools as to the specific nature of their work, the COE Workload Policy and is intended to provide the basic principles on which faculty workload assignment and distribution decisions are based. Each Department/School shall develop a Workload Policy consistent with University and COE guidelines except for Departments/Schools that choose to defer in writing to this COE Workload Policy and COE Department/School Alternative Workload Policy (at the end of this policy). All Departments’/Schools’ Workload Policies or deferrals must be approved by the COE Dean. Copies of all workload policies and/or deferrals will be kept on file in the COE Dean’s Office, as well as Executive Vice President and Provost’s Office. These policies and/or deferrals will be accessible to members of the President’s Office at all times.

4. 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 non-tenure-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.

5. 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 the Chair/Director, 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 of three (3) courses per semester, can be negotiated at any time.

B. Faculty Responsibilities Related to Policies and Guidelines

See UNLV Bylaws, Title 5, Chapter 6, Chapter III, Sections 2.4 and 5.1; UNLV Bylaws are located at:
It is understood that all faculty members will fulfill their individual obligations as detailed in the UNLV Bylaws, COE Bylaws, and all other applicable governing documents. Each faculty member is asked to pay particular attention to the following section of the UNLV Bylaws:

*Title 5, Chapter 6, Chapter III, Section 5. Individual Faculty Responsibilities*

5.1 Each academic unit shall establish guidelines to ensure that all-academic faculty maintain a predictable number of office hours during the regularly scheduled semesters. Office hours shall be posted and the faculty shall be available to students, colleagues, and others during these times.

(B/R 5/93)

*For Academic Faculty.* It is understood that all academic faculty members will fulfill their individual obligations:

A. To their students by meeting classes as scheduled, evaluating academic performance fairly, counseling students;

B. To their departments [units] and university by carrying through with the workload commitment in accordance with college [school] bylaws;

C. To their profession and discipline to attain the terminal degree and to continue their professional development;

D. To the university community.

II. BASIC PRINCIPLES OF COE WORKLOAD POLICY

A. Seminal activities to the Mission of the University (see Section V.) and COE 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 COE workload assignments must be consistent with the standard Board of Regents and University instructional requirements; and the applicable workload guidelines, procedures, and policies of the specific Departments/Schools. 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 Department/School Bylaws and Workload Policy(ies) governing each faculty member detailing the specific requirements. UNLV policy allows departments and schools to defer to the college policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative
Workload Policy at the end of this document for the guidelines on reassignments and/or other teaching assignments, and the credits to be assigned.

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 and/or other teaching assignments 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 workload assignments 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 faculty member’s Supervisor; COE 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 faculty member’s Supervisor, COE Dean, and the Executive Vice President and Provost.

E. A reassignment and/or other teaching assignment 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 and/or other teaching assignment. These other teaching assignments and/or reassignments must be approved by the faculty member’s Supervisor and COE Dean.

F. Teaching in Interdisciplinary Programs and/or Other Departments, Schools, Programs, Units. A 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 faculty member’s Supervisor must approve this assignment.

G. Overload. Overload teaching assignments must be approved by the faculty member’s Supervisor and COE 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 assignments if they have also requested and been approved for reassignment(s) and/or other teaching assignment(s).

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, the goals of the COE, and the faculty member’s Department/School. All faculty 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 that Policy. The faculty member 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 their Department/School and the COE. 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 in the Department/School and the COE.

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, practicum or clinical teaching and/or supervision, field experience, direction of independent study, supervision of internships/externships, thesis and dissertation supervision, involvement with Doctoral and Master’s programs/students, course and curriculum development, and student advisement.
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 the respective Department/School Workload Policy(ies) and Bylaws. UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines for other teaching assignments and the credits that may be requested and/or assigned.

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 faculty member’s Chair/Director and COE Dean. The guidelines and the credits to be assigned for each of these will be detailed in the applicable Department’s/School’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on other teaching assignments and the credits to be requested and/or assigned.

1. Supervision and/or Teaching of Students in Laboratories, Clinics, Practicums, Internships, Externships, Field Experience, Workshops, Seminars, and/or Other Similar Educational Settings. Other teaching assignment credits may be requested and/or assigned for these responsibilities. The credits approved for these duties would be determined by the number of credit hours and/or required student contact hours as specified in the applicable Department’s/School’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on other teaching assignments and the credits to be requested and/or assigned.

2. Teaching Assignment Offset in Another Semester or Summer Term. Other teaching assignments may be requested and/or assigned for teaching an overload in another semester or in an alternative summer semester program, without additional compensation under exceptional circumstances depending upon the curricular needs of the students. This other teaching assignment would compensate for the additional assignment/overload in another semester. The guidelines for these assignments must be specified in the applicable governing Units’ Workload Policy(ies). UNLV policy allows departments and schools to defer to the
College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on other teaching assignments and the credits to be requested and/or assigned. Such an exchange must be approved by the faculty member’s Supervisor, COE Dean, and the Executive Vice President and Provost.

3. Teaching of Large Sections. Other teaching assignment credits may be requested and/or assigned for teaching large sections. The credits approved for this assignment must be based on a formula established using the class size and/or other variables as determined by the faculty member’s Department/School and detailed in that Unit’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on other teaching assignments and the credits to be requested and/or assigned.

4. Doctoral Program Involvement. Other teaching assignment credits may be requested and/or assigned based on the faculty member’s involvement with the Department’s/School’s Doctoral programs. This could include, but not be limited to: development of a new Doctoral Program; working with and/or advising a number of Doctoral students; responsibility for interviewing prospective Doctoral students, evaluating Doctoral-program admission applications; and/or the successful completion of a specified number of dissertations or equivalent projects/documents by a faculty member’s Doctoral students. The faculty member’s role and responsibilities with the Department’s/School’s Doctoral students and/or Doctoral program(s) must be detailed in order to request this other teaching assignment. Guidelines for the approval of these assignments and the credits to be assigned must be specified in the applicable Department’s/School’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on other teaching assignments and the credits to be requested and/or assigned.

5. Master’s/Specialist’s Program Involvement. Other teaching assignment credits may be requested and/or assigned based on the faculty member’s involvement with Master’s/Specialist’s programs. This could include, but not be limited to: development of a new Master’s/Specialist’s Program; working with and/or advising a number of Master’s/Specialist’s students; responsibility for interviewing prospective Master’s/Specialist’s students, evaluating Master’s/Specialist’s-program admission applications; and/or the successful completion of a specified number of theses/equivalent projects by a faculty
member’s Master’s/Specialist’s students. The faculty member’s role and responsibilities with the Department’s/School’s Master’s/Specialist’s students and/or Master’s/Specialist’s program(s) must be detailed in order to request this other teaching assignment. Guidelines for the approval of these assignments and the credits to be assigned must be specified in the applicable Department’s/School’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on other teaching assignments and the credits to be requested and/or assigned.

6. Course and Curriculum Development. Other teaching assignment credits may be requested and/or assigned for extensive or unusual demands in the development of new courses or responsibility for the evaluation of and/or the restructuring of a Unit’s curriculum. Guidelines for the approval of these assignments and the credits to be assigned must be specified in the applicable governing Units’ Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on other teaching assignments and the credits to be requested and/or assigned.

7. Innovative Teaching. Other teaching assignment credit may be requested and/or assigned for team teaching, group-based instruction, and other nontraditional approaches to classroom instruction where extra preparation time or a higher than normal rate of student contact hours is required. Guidelines for the approval of these assignments and the credits to be assigned must be specified in the applicable Department’s/School’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on other teaching assignments and the credits to be requested and/or assigned.

8. Independent Study. Other teaching assignment credits may be requested and/or assigned based on a specified number of student credit hours in independent study. Guidelines for the approval of the number of credits for this assignment must be based on a formula (i.e., number of independent study credits equivalent to one [1] credit of classroom lecture credit) established and detailed in the faculty member’s Department’s/School’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the college policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE
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, reports, and artistic creations or performances); 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 respective Department’s/School’s Workload Policy(ies) and Bylaws. UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

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. Reassignments may be requested and/or assigned for one or more of the following activities:

1. Scholarship/Creative Activity. 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. Guidelines for approving these reassignments must be specified in the applicable Department’s/School’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

2. Professional Development Related to Research or Creative Activity and/or Instruction. Reassignments may be requested and/or assigned for the purposes of ordering, installing, and/or testing new laboratory equipment, studio facilities, or instrumentation related to research, creative activities, and/or instruction; preparing a new area of research, creative activity, and/or instruction; and/or enhancing instruction skills or learning new material in order to stay current in the faculty member’s established field. Guidelines for approving these reassignments must be specified in the applicable Department/School’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/
School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

3. Participation in Performance Groups and/or Creative Exhibits. Reassignments may be requested and/or assigned for participation in performance groups (e.g., Sierra Wind Quintet, Mariposa Trio) and/or creative exhibits related to the faculty member’s field. Guidelines for approving these reassignments must be specified in the applicable Department’s/School’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

4. 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. Guidelines for approving these reassignments must be specified in the applicable School’s/Department’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

5. Research or Creative Activity Supervision/Project Director. 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. Reassignment would not be approved for summer research. Guidelines for approving these reassignments must be specified in the applicable Department’s/School’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

6. Department Chair, School Director, Program Director, Institute 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 Department, School, Program, Institute, or Unit; 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 or Unit. Faculty may negotiate this reassignment with the COE Dean, unless their unit has deferred to the College policy. UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

7. Graduate Coordinator/Undergraduate Coordinator. Reassignments may be requested and/or assigned for this category and will vary depending upon the number and level of degree programs offered; if the faculty member has the major advising responsibilities for the Department’s/School’s graduate or undergraduate program(s); the number of students actively enrolled in the program(s); and/or if the faculty member has major advising responsibilities and/or is responsible for scheduling (classes and/or faculty) and curriculum development for the Department’s/School’s graduate or undergraduate program(s). Faculty will negotiate this reassignment with their Chair/Director, unless their unit has deferred to the College policy. UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

8. 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 faculty member’s Unit[s], College/Division, and/or University), serving as Faculty Senate Chair, serving as NCAA representative, or other similar service-intensive positions. Faculty will negotiate this reassignment with their Chair/Director unless their unit has deferred to the College policy. UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

9. 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 their Chair/Director, unless their unit has deferred to the College policy. UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

10. Newly Hired Faculty. Newly hired faculty in tenure track-positions, who are not hired with tenure, may negotiate a one-time reassignment of a three-credit course (or its equivalent) during the first three years of 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 their Chair/Director, unless their unit has deferred to the College policy. UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

11. Leave. This category of reassignment is used when a specific type of leave has been approved by the applicable Chair/Director or Dean (e.g., sabbatical, faculty development, medical).

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.

For the current UNLV Policy on Private Professional Work and other related policies; see <http://www.unlv.edu/Research/about/about_policies_private.html>.

V. UNIVERSITY OF NEVADA, LAS VEGAS MISSION STATEMENT AND GOALS

The COE Workload Assignment Policy and Guidelines shall be consistent with the academic mission of the University and College of Engineering as represented by the respective Mission Statements. For the current UNLV Mission Statement, see <http://www.unlv.edu/pubs/planning/>.

The goals from the University’s and College’s Strategic Plans, inasmuch as they reflect activities that are important to the University’s and College’s purposes, shall guide and inform the COE Workload Assignment Policy and Guidelines. For the current Strategic Plan, see the University of Nevada, Las Vegas, Academic Master Plan at: <http://www.unlv.edu/pubs/planning/masterPlan.html>.

VPAA:bjwr:2/15/07
I. INTRODUCTION

Section I.A of the COE Workload Policy calls on departments or schools within the College of Engineering to develop specific workload policies to define the level of course reassignment and/or other teaching assignments based on specific faculty activity. Departments and schools are permitted to defer to this alternative workload policy, if they do not develop their own (I.A.3).

II. STANDARD WORKLOAD ASSIGNMENT

A. The standard workload assignment is 3 courses (9 credit hours) per semester for full-time, tenure-track faculty on a type-B contract (9 month). See Board of Regents’ Handbook, Title 4, Chapter 3, Section 3 located at: <http://system.nevada.edu/Board-of-R/Handbook/Title-4/T4-CH03.doc_cvt.htm#t4c3s1>. For faculty on a 51% tenure-track appointment, their workload will be prorated to the percentage of their appointment per the UNLV Workload Assignment Policy and Guidelines, Section I.A.4.

B. Workload, reassignment and/or other teaching assignments, and activities that justify reassignment and/or other teaching assignments are defined in the COE Workload Policy.

C. The minimum teaching workload for a full-time, tenure track faculty member on a type-B contract is 1 course (3 credit hours) per semester, unless the faculty member “buys out” courses as defined in the COE Buyout Policy. Minimum teaching workload for 51% tenure-track faculty is 1 course (3 credit hours) per year. Workload reassignment(s) and/or other teaching assignments cannot bring down the teaching workload below these minima, except for the reasons described in II.D. of the COE Workload Policy.

III. REASSIGNMENT FOR SPECIFIC FACULTY ACTIVITIES

A. Reassignment for various faculty activities are described in Table 1. Reassignment(s) and/or other teaching assignment(s) requested by faculty time are subject to the approval by the faculty member's supervisor and by the Dean, and in some instances by the Executive Vice President and Provost (i.e., A.2.).
### TABLE 1 REASSIGNMENT AND OTHER TEACHING ASSIGNMENT SCHEDULE FOR SPECIFIC FACULTY ACTIVITIES

<table>
<thead>
<tr>
<th>Workload Policy</th>
<th>Course</th>
<th>Limitations</th>
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<tbody>
<tr>
<td>Section Equivalent</td>
<td>Other Teaching Assignments variable</td>
<td>This category involves course equivalency for faculty involved in teaching student laboratories, internships, practicums, workshops, etc. Departments/schools must create distinct courses in these areas to allow faculty to obtain credit for these methods of instruction.</td>
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#### II.A.1 Student Supervision

- **III.A.2 Teaching Assignment in Another Term**
  - 1 A maximum of one course may be deferred to another semester.

- **III.A.3 Teaching of Large Sections**
  - 0.5 For 1XX or 2XX course reassignment, more than 80 enrolled at the third week.
  - 0.5 For 3XX or 4XX course reassignment, more than 60 enrolled at the third week.

- **III.A.4 Doctoral Program Involvement**
  - 1 Primary author of doctoral proposal for a school or department.
  - 0.5 Committee chair of more than 2 doctoral students that have passed qualifying exams.

- **III.A.5 Master's Program Involvement**
  - 1 Primary author of master's program proposal.
  - 0.5 Committee chair of more than 15 master's students pursuing the thesis option.

- **III.A.6 Course and Curriculum Development**
  - 1 Per year Authorship of proposal for new course that meets needs described in the unit's strategic plan.
  - 0.25 per year Primary author of new curriculum that includes the writing of new course proposals.

- **III.A.7 Innovative Teaching**
  - 0.5 Up to 0.5 course equivalent for innovative course development that is not otherwise rewarded.

- **III.A.8 Independent Study**
  - 0.125 per student Instructor of an independent study course.

#### III.B.1 Scholarship

- **III.B.2 Professional Development**
  - 1 per semester Professional development, including new laboratory development, preparation for a new area of research, and development of skills necessary to attract funded research may result in the maximum reassignment of 1 credit-hour per semester.

- **III.B.3 Participation in Performance Groups**
  - This area is pending based on involvement of engineering and computer science faculty with Fine Arts.

- **III.B.4 Proposal Preparation**
  - 0.25 Primary authorship of a proposal to an external, competitive agency, totaling over $500,000.

- **III.B.5 Research Project Direction**
  - 0.25 PI of a major project (MPP) totaling over $1M per year.

- **III.B.6 Chair/Director**
  - 3 per year Department chair or director of Computer Science or Informatics.
  - 1 per year Director of Construction Management Program.

- **III.B.7 Grad./UG Coordinator**
  - 1 per year Service as program director, assistant or associate dean. **

- **III.B.8 Other Administration**
  - 1 - 3 per year Editor of scholarly journal

- **III.B.9 Service to Profession**
  - 0.25 per year Administrator of professional organization at national level.

- **III.B.10 Newly Hired Faculty**
  - 1 per year Reassigned time for first year, only. Per UNLV WLAP&G III.B.10

- **III.B.11 Leave**
  - All Sabbatical, faculty development leave, etc. approved through Faculty Senate leave committees and the Executive Vice President and Provost.

**Other Administrative duties may be approved on a case-by-case basis.**