



GREENSPUN COLLEGE OF URBAN AFFAIRS WORKLOAD POLICY

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I. INTRODUCTION

A. General Policy Statement

1. The distribution of workload assignments for a tenure-track academic faculty member in the Greenspun College of Urban Affairs (GCUA) will be determined in accordance with the mission and priorities of the University and the goals and needs of that faculty member's governing Units. 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 faculty member's governing Units. 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 GCUA instructional requirement for all full-time, tenure-track faculty is three (3) courses per semester (one course equals three credits). Some GCUA Units may define workload assignments in terms of contact hours rather than credit hours. The specific formulas based on contact hours are specified in this governing Workload Policy. The nature of academic work dictates against a standardized definition of work in terms of hours (e.g., 40-hour work week).
3. Although there is a great diversity among Units as to the specific nature of their work, the GCUA Workload Policy is intended to provide the specific guidelines and formulas on which

faculty workload assignments and distribution decisions are based. All seven units within GCUA have opted to defer to this workload policy. These seven units are: Department of Communication Studies, Department of Counseling, Department of Criminal Justice, Department of Environmental Studies, Department of Public Administration, School of Journalism and Mass Communication Studies, and School of Social Work. “Supervisor at the unit level” refers to both Directors of Schools and Chairs of Departments in the College. All Workload Policies for Colleges must be approved by the Executive Vice President and Provost and the President of the University. Copies of this workload policy will be kept on file in the Executive Vice President and Provost’s Office and GCUA Dean’s Office. This policy 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 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.
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 their immediate Supervisor; Dean, Vice Provost, or School Director; 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, Chapter III, 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, GCUA 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 units and university by carrying through with the workload commitment in accordance with college 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 UNLV WORKLOAD ASSIGNMENT POLICY AND GUIDELINES

- A. Seminal activities to the Mission of the University (see Section V.) and GCUA are teaching; research; creative 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 GCUA 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, including the specific requirements detailed, in this document. 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 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, GCUA 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, GCUA Dean, and Executive Vice President and Provost.
- E. A reassignment 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 or other teaching assignment. These other teaching assignments and/or reassignments must be approved by the faculty member's Supervisor and GCUA 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 GCUA 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, and the goals of the GCUA and the faculty member's unit. All faculty who are governed by the UNLV Workload Assignment Policy and Guidelines and the GCUA Workload Policy must follow the practices and procedures for implementation and record keeping in accordance with the general guidelines of these Policies. 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 the GCUA, and the University. 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 GCUA Dean's Office.

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 this Policy and the UNLV Workload Assignment Policy and Guidelines. 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 Supervisor and GCUA Dean. The guidelines and the credits to be assigned for each of these are detailed below:

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 GCUA faculty may request and/or be assigned other teaching assignment credits based on the following:
 - a. Faculty members in units which have internships and practicums may request and/or be assigned other teaching assignment credits for serving as a supervisor or director. Students enrolled in either internships and/or practicums count as part of the workload of the faculty member with whom they are enrolled for such credit.

A faculty member who accrues 45 or more of undergraduate student credit hours (SCH) or 24 or more graduate SCH, over no more than a two-year period, may request and/or be assigned an one 3-credit course other teaching assignment for serving as directors of such projects.
 - b. For classes which have an associated credit-bearing laboratory component, because of the intense instruction involved in such laboratories, each one hour of laboratory credit will be counted as two hours of credit for the faculty member involved.
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 within the GCUA are as follows:
 - a. The teaching of an unpaid overload in one semester for other teaching assignments in another semester is only allowed when the curricular needs of students must be met. Such may occur if a group of students need a specific course to matriculate and such course has not been offered in a timely fashion by the unit. Typically, such other teaching assignments will only be granted when a faculty member's specific area of expertise is required to teach the needed course.
 - b. A faculty member may request and/or be assigned other teaching assignments in an emergency. For example, the assigned instructor for a course is unable to teach due to sabbatical leave, extended sick leave, illness, death, or any other unexpected event which would cause a vacancy.
 - c. Other teaching assignments in one semester for teaching in the Summer Term without compensation are only granted in curricular or other emergencies as detailed previously.

- d. The unit Supervisor, Dean, and Executive Vice-President and Provost must approve all other teaching assignments for Offset teaching.
- 3. Teaching of Large Sections. Other teaching assignment credits may be requested and/or assigned for teaching large sections. The GCUA faculty may request and/or be assigned other teaching assignments based on the following:
 - a. **100- and 200-Level Lecture Courses**
50 students equal 1 credit of other teaching assignment
75 students equal 2 credits of other teaching assignment
100 students equal 3 credits of other teaching assignment
Other teaching assignment credits for teaching for 100-/200-Level Sections over 100 students must be negotiated with the Supervisor and GCUA Dean.
 - b. **300- and 400-Level Lecture Courses**
45 students equal 1 credit of other teaching assignment
60 students equal 2 credits of other teaching assignment
75 students equal 3 credits of other teaching assignment
Other teaching assignment credits for 300-/400-Level Sections over 75 students must be negotiated with the Supervisor and GCUA Dean.
 - c. **300- and 400-Level Grading Intensive Courses (e.g., two or more substantive paper assignments, a substantive research project, etc.)**
30 students equal 1 credit of other teaching assignment
40 students equal 2 credits of other teaching assignment
50 students equal 3 credits of other teaching assignment
Other teaching assignment credits for teaching 300-/400-level Sections over 50 students will be negotiated directly with the Supervisor and GCUA Dean.
 - d. **600- and 700-Level Grading Intensive Courses (e.g., two or more substantive paper assignments, a substantive research project, etc.)**
16 students equal 1 credit of other teaching assignment
24 students equal 2 credits of other teaching assignment
32 students equal 3 credits of other teaching assignment
Other teaching assignment credits for teaching 600-/700-level Sections over 32 students will be negotiated directly with the Supervisor and GCUA Dean.
 - e. Five students enrolled in a 400-/600-Level Section equal 1 credit of other teaching assignment.
 - f. For each of the situations above, a faculty member may bank other teaching assignment credits for a period of two years.
- 4. Doctoral Program Involvement. Other teaching assignment credits may be requested and/or assigned based on the faculty member's involvement with the Unit'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 Unit's Doctoral students and/or Doctoral program(s) must be detailed in order to request this

other teaching assignment. The GCUA faculty may request a teaching assignment based on the following:

Faculty working with doctoral students enrolled in independent study, readings, or dissertation courses for credit may request and/or be assigned other teaching assignment credits. A faculty member who accrues 24 or more of such credits over no more than a two-year period may request and/or be assigned an one 3-credit course other teaching assignment for working with doctoral students in these situations.

5. **Master's Program Involvement.** Other teaching assignment credits may be requested and/or assigned based on the faculty member's involvement with the Unit's Master's-programs. This could include, but not be limited to: development of a new Master's Program; working with and/or advising a number of Master's students; responsibility for interviewing prospective Master's students, evaluating Master's program admission applications; and/or the successful completion of a specified number of theses/equivalent projects by a faculty member's Master's students. The faculty member's role and responsibilities with the Unit's Master's students and/or Master's program(s) must be detailed in order to request this other teaching assignment. The GCUA faculty may request other teaching assignments based on the following:

Faculty working with Master's students enrolled in professional paper, independent study, readings, or thesis courses for credit may request and/or be assigned other teaching assignment credits. A faculty member who accrues 24 or more of such credits over no more than a two-year period may request and/or be assigned an one 3-credit course other teaching assignment for working with Master's students in these situations.

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. The GCUA faculty may request and/or be assigned other teaching assignments based on the following:
 - a. Faculty assigned to supervise a major restructuring of a graduate or undergraduate program may request and/or be assigned 3 credits of other teaching assignment per semester. In all instances the faculty member will first request prior approval from their Supervisor, and subsequently the GCUA Graduate Committee and GCUA Dean. As part of the request and/or assignment, faculty are expected to provide a timeline for all work to be done and a brief report of work completed will be expected during the annual review process, in addition to the "Results" form that is required under the UNLV Workload Assignment Policy and Guidelines.
 - b. Faculty creating and/or teaching a new course may request and/or be assigned 1 other teaching assignment credit for each 3-credit course created. In all instances the faculty member will first request prior approval from their Supervisor, and subsequently the GCUA Graduate Committee and GCUA Dean. As part of the request, faculty are expected to provide a timeline for all work to be done and a brief report of work completed will be expected during the annual review process, in addition to the "Results" form that is required under the UNLV Workload Assignment Policy and Guidelines.
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.

Given the collaboration required for some interdisciplinary/multidisciplinary programs, the GCUA recognizes that teaching in teams is often required. When two instructors are assigned to the same course and each must attend all sessions and cover material significantly different than their colleague, both may request and/or be assigned other teaching credits for the course being taught. One of the faculty members will need to request and/or be assigned the other teaching assignment credits for the entire course; or the two faculty members may divide the course credits and each request and/or be assigned the balance of credits as other teaching assignments.

In all instances the faculty member will first request prior approval from their Supervisor, and subsequently the GCUA Graduate Committee and GCUA Dean. As part of the request, faculty are expected to provide a timeline for all work to be done and a brief report of work completed will be expected during the annual review process, in addition to completing the "Results" form that is required under the UNLV Workload Assignment Policy and Guidelines.

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. The number of credits requested and/or assigned for this other teaching assignment must be based on the following:
 - a. Undergraduate Level: Faculty members may request and/or be assigned other teaching assignment credits, up to 3 credit hours for each 45 SCH of independent study accumulated over no more than a two-year period. The faculty member may request and/or be assigned this other teaching assignment generated through independent study and it must be approved by the Chair/Director and GCUA Dean.¹
 - b. Graduate Level: Faculty members may request and/or be assigned other teaching assignment credits, up to 3 credit hours for each 24 SCH of independent study or special/directed readings accumulated over no more than a two-year period. The faculty member may request and/or be assigned this other teaching assignment generated through independent study and it must be approved by the Chair/Director and GCUA Dean.²

To summarize the procedures required for requesting and/or being assigned other teaching assignment credits toward the standard workload requirements, faculty must submit the University's "Request for Reassignment and/or Other Teaching Assignment" forms to the Supervisor within their unit. The Supervisor will provide recommendations to the GCUA Graduate Committee which will make a recommendation to the Dean. The GCUA Dean may request unit Supervisors and/or the GCUA Graduate Committee to check procedures periodically for quality control.

¹The 45 student credit hours (SCH) number reflects the fact that undergraduate classes generally must have 15 students (45 SCH) to make.

² The 24 student credit hours (SCH) number reflects the fact that graduate classes generally must have 8 students (24 SCH) to make.

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 this Policy and the UNLV Workload Assignment Policy and Guidelines. 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, following guidelines established by the College Graduate Committee and approved by the College Executive Committee.

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.

All requests and/or assignments of reassignments on any basis must be approved by the Chair/Director. After approval by a Chair/Director, all requests and/or assignments for reassignments must be submitted to the College Graduate Committee which will make recommendations to the GCUA Dean.

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.

GCUA faculty may request and/or be assigned reassignments for professional development related to research or instruction.

All requests and/or assignments of reassignments on any basis must be approved by the Chair/Director. After approval by a Chair/Director, all requests and/or assignments for reassignments must be submitted to the College Graduate Committee which will make recommendations to the GCUA Dean.

3. **Participation in Performance Groups and/or Creative Exhibits.** Reassignments may be requested and/or assigned for participation in performance groups and/or creative exhibits related to the faculty member's field.

GCUA faculty may request and/or be assigned reassignments for creative exhibits related to research or instruction in the faculty member's field.

All requests and/or assignments of reassignments on any basis must be approved by the Chair/Director. After approval by a Chair/Director, all requests and/or assignments for

reassignments must be submitted to the College Graduate Committee which will make recommendations to the GCUA Dean.

4. Research and Development Related to Proposal Preparation. Reassignments may be requested and/or assigned 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.

GCUA faculty may request and/or be assigned reassignments for research and development related to proposal preparation related to research or instruction in the faculty member's field.

All requests and/or assignments of reassignments on any basis must be approved by the Chair/Director. After approval by a Chair/Director, all requests and/or assignments for reassignments must be submitted to the College Graduate Committee which will make recommendations to the GCUA Dean.

5. Research or Creative Activity Supervision/Project Director. Reassignments may be requested and/or assigned 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. Reassignments would not be approved for summer research. The GCUA guidelines for this are as follows:

GCUA faculty may request and/or be given reassignments for serving as a Principal Investigator, Administrator, Director or Supervisor of a research or creative activity supported by a grant or contract funded by extramural sources. For substantive grants where there are opportunities for annual renewal, a faculty member may request and/or be assigned one credit of reassignment per year to monitor the grant, communicate with the granting agency, and produce reports. Buyouts of additional reassignment credits are encouraged for Principal Investigators of grants that require/warrant more than one credit of reassignment per year. This may also apply to a substantive contract or gift.

All requests and/or assignments of reassignments on any basis must be approved by the Chair/Director. After approval by a Chair/Director, all requests and/or assignments for reassignments must be submitted to the College Graduate Committee which will make recommendations to the GCUA Dean.

6. Department Chair, School Director, Program Director, Institute Director, or other administrative assignment. Reassignments may be requested and/or assigned for these 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 will negotiate this reassignment with their Supervisors.

Unit Chairs/Directors/Associate Deans will normally be assigned a 1/1 teaching workload. Chairs/Directors of units with high enrollments, large numbers of faculty, or who are exceptionally involved in program development, fund-raising, research, or service may request and/or be assigned further administrative reassignments.

With the Dean's prior approval, Chairs/Directors may request and/or be assigned additional reassignment credits for other administrative assignments. Requests and/or assignments for such reassignments must be made in writing to the Dean with a rationale both for the reassignment and the amount of credits requested for the reassignment. These requests for reassignments must consider the time involved including the contact hours with students and/or other faculty members and employees.

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 Unit'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 Unit's graduate or undergraduate program(s). Faculty will negotiate this reassignment with their Supervisors.

Directors of degree programs are generally eligible for up to 1 three-credit course reassignment per semester. No faculty member may request and/or be assigned more than three such reassignments in a single academic year.

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 Supervisors.

Reassignments may be requested and/or assigned for service as chair of a significant system, university, college or unit committee.

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 and/or assigned 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 and/or assigned 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 Supervisor.

- a. Editor of professional journal

Faculty responsible for the management of a professional, peer-reviewed journal may request and/or be assigned a reassignment. Individuals responsible for other professional organization's publications or information systems may, depending on the level of work, request and/or be assigned a reassignment in this category.

- b. Convention/Program Chair

Faculty who serve as the program chair for an international, national, or regional association convention or serve as the local arrangements chair may request and/or be

assigned a reassignment. Merely serving on the convention committee may not qualify for reassignment.

- c. Other Professional Association responsibilities
Individuals who serve as president, executive director, or in other major offices of a regional or national professional association may request and/or be assigned a reassignment for their efforts. The amount of responsibility and the time commitment for the professional association work will be a determining factor in approving this reassignment.
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.

New faculty may request and/or be assigned additional reassignments or other teaching assignments using any of the other categories once this one-time reassignment has been used.

11. 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).

*It should be noted that the University has a reassignment category **III.B.11** that represents any faculty member on Leave for sabbatical or faculty development. These reassignments are granted to the faculty member by the University on a competitive basis. A faculty member requesting this type of Leave must get the permission of the unit Chair/Director as well as the Dean. Program considerations are important in granting leaves and a faculty member should consult the unit Chair/Director well in advance of the actual application process.*

To summarize the procedures required for requesting and/or being assigned reassignment credits toward the standard workload requirements, faculty must submit the University's "Request for Reassignment and/or Other Teaching Assignment" forms to the Supervisor within their unit. The Supervisor will provide recommendations to the GCUA Dean for approval for the categories B6, B7, B8, B9, B10, and B11. Please note that supervisors will forward any requests based on B1, B2, B3, B4 and B5 to the GCUA Graduate Committee which will make recommendations to the GCUA Dean. The GCUA Dean may request unit Supervisors and/or the GCUA Graduate Committee to check procedures periodically for quality control.

- 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_policies.html>.

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

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

The goals from the University's Strategic Plan, inasmuch as they reflect activities that are important to the University's purpose, shall guide and inform the UNLV 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/PAIR/planning/academic_master_plan.html>.