

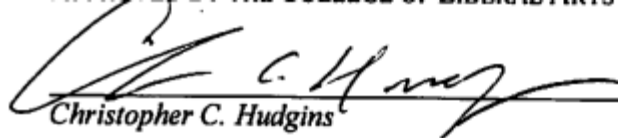
# UNLV

## COLLEGE OF LIBERAL ARTS (CLA) WORKLOAD POLICY


**RESPONSIBLE ADMINISTRATOR:** CHRISTOPHER C. HUDGINS, DEAN, COLLEGE OF LIBERAL ARTS

**RESPONSIBLE OFFICE:** COLLEGE OF LIBERAL ARTS

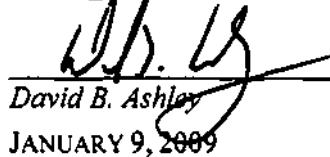
**APPROVALS:** APPROVED BY THE COLLEGE OF LIBERAL ARTS

  
Christopher C. Hudgins  
Date 1/9/09

**APPROVED BY THE EXECUTIVE VICE PRESIDENT AND PROVOST:**

  
Neal J. Smatresk  
Date 1/12/09

**APPROVED BY THE PRESIDENT:**

  
David B. Ashley  
Date 1/15/09

Revision Date

JANUARY 9, 2009

### I. INTRODUCTION

#### A. General Policy Statement

1. The distribution of workload assignments for a tenure-track, academic faculty member in the College of Liberal Arts (CLA) 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/Unit. All workload assignments shall be consistent with the UNLV Workload Assignment Policy and Guidelines, the applicable sections of the Board of Regents' Handbook, the bylaws of the University, the bylaws of our College, and the bylaws of the faculty member's Department/Unit. 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 the creation and distribution of knowledge.
2. In compliance with the teaching workloads established by the Board of Regents for all UCCSN institutions (*see Tit. 4, Ch. 3, Sec. 3*) and the UNLV Workload Assignment Policy and Guidelines, the standard CLA instructional requirement for all full-time, tenure-track faculty is three (3) courses per semester (where one course equals three credits). CLA Units may define workload assignments in terms of contact hours rather than credit hours; may make distinctions among placing diverse pedagogical demands upon faculty; may employ other metrics for assessing curricular and pedagogical

responsibilities and contributions. Regardless of how the pedagogical duties are calculated, the understanding must be on file in the Office of the Executive Vice President and Provost and in the College office. The specific formula based on contact hours must be specified in the applicable governing Workload Policy(ies) of each Department/Unit. 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 great diversity among Departments/Units as to the specific nature of their work, the CLA Workload Policy is intended to provide the basic principles on which faculty workload assignment and distribution decisions are based. Each Department/Unit shall develop a Workload Policy consistent with University and CLA guidelines except for Departments/Units that choose wholly to defer in writing to this CLA Workload Policy. All Departments'/Units' Workload Policies or deferrals must be approved by the CLA Dean. Copies of all workload policies will be kept on file in the CLA Dean's Office as well as at the Executive Vice President and Provost's Office. These policies 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 prorated workload assignments. It shall not apply to nontenure-track (Rank 0) appointments, those who have administrative or non-teaching 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 nontenuretrack 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, although it is not anticipated that teaching track arrangements will be made for an indefinite term.

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#t5c6sl](http://blue.scsr.nevada.edu/Handbook/title-5/t5-CH06.doc_cvt.htm#t5c6sl)>.

It is understood that all faculty members will fulfill their individual obligations as detailed in the UNLV Bylaws, the CLA 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 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 CLA WORKLOAD POLICY**

- A. Common activities that are crucial to the mission of both the University and the College are teaching; research and creative activity; 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 one of these might serve as justification for a reassignment or other teaching assignment of some of the standard instructional teaching workload requirements.
- B. All CLA workload assignments must be consistent with the standard University instructional requirements; and the applicable workload guidelines, procedures, and policies of the specific Departments/Units. In addition, all reassignments and other teaching assignments must be requested and/or assigned, documented, and approved each semester, as outlined in this document and the UNLV Workload Assignment Policy and Guidelines, with the respective Department/Unit Bylaws and Workload Policy 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 normally considered part of the academic year's workload assignments for a B-contract faculty member, as faculty are normally compensated for summer teaching in other ways. In exceptional circumstances, faculty members may request that they be permitted to forego this usual compensation and that their summer teaching instead be counted as part of their fall or spring semester

workload assignments. Such exceptions will usually arise from the curricular needs of students. This policy 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; the CLA 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, CLA Dean, and the Executive Vice President and Provost.
- E. A reassignment or other teaching assignment will not automatically (?) be 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 CLA Dean or Dean's designee.
- F. Teaching in Interdisciplinary Programs and/or Other Departments, Units, Programs, Units. A faculty member may teach for a Unit other than his/her own; such as Women's Studies, the Honors Program, or any other Department, Unit, Program, or interdisciplinary program; and that course will be counted toward that faculty member's standard University instructional teaching assignment. The faculty member's Supervisor must approve this assignment and be willing to certify to the Dean that the unit can teach its core curriculum under such circumstances.
- G. Overload. Overload teaching assignments must be approved by the faculty member's Supervisor and CLA Dean. Faculty with approved teaching overload assignment contracts must continue to fulfill service and research 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 CLA and the faculty member's Department/Unit. 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 or assigned each reassignment(s) and/or other teaching assignments) must complete the required documentation and obtain all required approvals 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/Unit the CLA, and the University. In addition, faculty members will be required to report the outcomes of their reassignment(s) and/or other teaching assignments). In all but exceptional cases, such reassignments and/or other teaching assignments will have a deliverable and if the deliverable is not met, then faculty can expect to have additional classroom teaching in the subsequent semester. 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/Unit and the CLA Dean's Office.

A. Other Teaching Assignments. Teaching, or instructional, assignments approved for academic faculty cannot be defined by using only 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. These other teaching assignments include, but are not limited to: laboratory teaching and/or supervision, practica 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 advising.

Such other teaching assignments will be requested and/or assigned each semester, and must be documented and approved in writing as detailed in the respective Department/Unit Workload Policy and Bylaws and the UNLV Workload Assignment Policy and Guidelines. For consideration of credit towards the faculty member's standard instructional requirements, these assignments must be approved. Except when codified in unit policy, these assignments 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

Other Teaching Assignments may be requested and/or assigned for the following activities with the approval of the faculty member's Chair/Director and the CLA Dean. The guidelines and the credits to be assigned for each of these may be specified in the applicable Department's/ Unit's Workload Policy.

1. Supervision and/or Teaching of Students in Laboratories, Clinics, Practica, 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/Unit's Workload Policy.
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 other teaching assignments must be specified in the applicable governing Unit's Workload Policy. Such an exchange must be approved by the faculty member's Supervisor, CLA Dean, and the Executive Vice President and Provost.
3. Teaching of Large Sections/Classes. Other teaching assignment credits may be requested and/or

assigned for teaching large sections/classes. The credits approved for this other teaching assignment must be based on a formula established using the class size and/or other variables as determined by the faculty member's Department/Unit and detailed in that Unit's Workload Policy.

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/Unit's Doctoral programs. Guidelines for the approval of these other teaching assignments and the credits to be assigned must be specified in the applicable Department's/Unit's Workload Policy. The faculty member's role and responsibilities with the Department's/Unit's Doctoral students and/or Doctoral program(s) must be detailed in order to request this other teaching assignment.

Such responsibilities 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.

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/Unit'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 other teaching assignments and the credits to be assigned must be specified in the applicable Department's/Unit's Workload Policy.

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 other teaching assignments and the credits to be assigned must be specified in the applicable governing Unit's Workload Policy.

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 other teaching assignments and the credits to be assigned must be specified in the applicable governing Unit's Workload Policy.

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 other teaching 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/Unit's Workload Policy.

- B. Reassignments. These may include, but are not limited to the following: research related to scholarly work in the faculty member's discipline aimed at specific results (e.g., books, articles, or grants); and/or service to the department, college, and 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/Unit's Workload Policy and Bylaws. 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. 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, and other manuscripts for publication. Guidelines for approving these reassignments must be specified in the applicable Department's/Unit's Workload Policy.
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's/Unit's Workload Policy.
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. These types of reassignments are not typically granted within the CLA.
4. Research and Development Related to Proposal Preparation. Reassignment may be requested for preparation of a proposal for which the faculty member would be the Principal Investigator/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 or shortly after that semester. Guidelines for approving these reassignments must be specified in the applicable Department's/Unit's Workload Policy?
5. Research Supervision/Project Director. Reassignment may be requested if the faculty member is the Principal Investigator, Chief Administrator, or Director/Supervisor of an unusually large or complex 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/Unit's Workload Policy.

6. Department Chair, School Director, Program Director, Center Director, Institute Director, or other administrative assignment. Reassignments may be requested and/or assigned for these faculty members' administrative duties. Reassignment credits will vary depending on the size/complexity of the Department, School, Program, Institute, Center 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 the CLA Dean.
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/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 Department's/Unit's graduate or undergraduate program(s). Faculty will negotiate this reassignment with their Chair/Supervisor.
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/Supervisor who must justify it to the -Dean.
9. Service to Profession. These reassignments would include Editor/Associate Editor of a major Professional Journal; Convention/Program Chair of a major conference; Officer of an important 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 prestige of the organization and the scope and responsibilities of the position. Faculty will negotiate this reassignment with their Chair/Supervisor who must justify any such reassignment to the Dean.
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 specify the purpose using one of the other categories of reassignments and/or other teaching assignments. Faculty will negotiate this



reassignment with their Chair/Supervisor.

11. Leave. This category of reassignment is used when a specific type of leave has been approved by the applicable Chair/Supervisor 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 integral to a faculty member's area of teaching and/or research expertise.
  3. Instruction, workshop organization, conference planning, curriculum development, clinical work for licensing requirements where there is remuneration over and above the faculty member's University compensation.

#### Criteria for Reassignments.

Unless more restrictive constraints are in departmental workload policies, one of the following criteria will need to be met in order to be eligible for one 3-credit reassignment: 1) Graduate coordinator. In case of units (or programs within units) with 25 or more students, two such reassignments may be permitted. 2) Graduate thesis/dissertation supervision: Supervisors may receive one reassignment for each 5 M.A. or 3 Ph.D theses supervised. 3) Membership on graduate thesis/dissertation committees. Committee member may receive 1 reassignment for each 10 M.A. or 6 Ph.D committees on which they serve. 4) Instructor for large numbers 12 undergraduate or graduate independent study courses. Although such arrangements are often very helpful to the student, they are not efficient for the college's performance of its teaching mission and thus are not encouraged. However, there may be extraordinary circumstances in which reassignment is warranted for exceptional contribution to independent study. All credits for reassignments must be used within 3 semesters of award.

#### **IV. PRIVATE PROFESSIONAL WORK, CONSULTING, AND OUTSIDE EMPLOYMENT**

Private professional work, consulting, outside employment, and other bases of supplemental compensation will not be a factor in any determination of any University 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](http://www.unlv.edu/Research/about_policies.html)>.

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

The CLA Workload Assignment Policy and Guidelines shall be consistent with the academic mission of the University and College of Liberal Arts 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 CLA 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](http://www.unlv.edu/PAIR/planning/academic_master_plan.html)>.