

English Department Workload Guidelines

Approved by UNT Faculty Success, June 2025

1. Statement of Governing Principles

This document is a department-specific framing of salient points from UNT policy 06.027 (rev. 2024), from which it derives its foci and organization.

These guidelines concern institutional expectations about teaching, research, creative activity, service, and administration as formalized in departmental workload assignments. Like the UNT policy, they recognize the importance of stating workload expectations clearly, implementing them equitably, and reporting them transparently. They endorse UNT's commitment to assigning probationary tenure-system faculty workloads congenial to their professional advancement. Tenured faculty are reminded of their obligation to engage conscientiously with all evaluative categories, and professional faculty are reminded of the primacy of teaching to their evaluations.

Again like Policy 06.027, the guidelines recognize that workload assignments reflect "the broader needs/priorities of the academic unit(s) to which each faculty member is assigned (as determined by the unit administrator and/or dean), as well as of the University as a whole (as determined by the provost and president), must take precedence" and that "workload assignments do not necessarily guarantee that faculty's professional or academic goals or input on workload will be accommodated" (06.027).

2. Unit-Specific Definitions

- a. Teaching: "Teaching," in these guidelines, means faculty contributions to the direct education of UNT students. This includes, but is not limited to, the instruction of organized UNT courses and mentoring individual UNT students enrolled for credit in dissertation, thesis, and independent study courses. "Organized UNT courses" means classes assigned to faculty per departmental need.
- b. Scholarship/Research: "Research," in these guidelines, means a systematic investigation of written texts and cultural phenomena, intended for publication and meant to enrich one's discipline or otherwise contribute to the growth of knowledge. We regard "academic research" as an element of scholarship, not as a distinct category.
- c. Scholarship/Creative Activity: "Creative Activity," in these guidelines, means the generation of imaginative works intended for publication and meant to stimulate and enrich the commonweal. We regard "creative research" as an element of scholarship, not as a distinct category.
- d. Service: "Service," in these guidelines, means assigned faculty contributions construed as necessary for the advancement and functioning of UNT or the faculty member's academic discipline. Service includes, but is not limited to, committee work for the department, college, and university; participation in disciplinary societies; peer review of scholarly manuscripts and applications for promotion; and intramural or disciplinary event organization.
- e. Administration: "Administration," in these guidelines, designates any assignment other than scholarship, teaching, and service that entails duties relating to the operation of a

program or like assignment. Thus defined, the administrators in English are the chair, the associate chair, the assistant chair, the Director of First-Year Writing, the Director of Graduate Studies, the Director of Undergraduate Studies, and the Director of the Writing Center.

3. Minimum Work Expectations for Faculty

Faculty at all ranks and career stages are expected to comply with all UNT policies, including but not only those concerning the uploading of syllabuses and grades to FIS and the completion of audit roles and Bridge trainings. We are expected to communicate with the associate chair as necessary to arrange for alternate instruction or to attend to emergencies that may require cancelling class. We are expected faithfully to attend class; to come to class prepared; to cover ample and germane material; to use suitable measures and assessments of student performance; and to provide descriptive feedback in written or recorded form on formal papers, projects, and presentations.

- a. Assistant professors (probationary tenure-track faculty) are expected to demonstrate progress toward meeting the standards for teaching, service, and scholarly or creative publication required for promotion and tenure, per criteria stated in the department PAC's Standing Procedures. Workload assignments for this cohort "permit an emphasis on those activities most important for success in the tenure and promotion process" (06.027). The normal assignment for this cohort is 50% for research/creative activity; 40% for teaching; and 10% for service, most of which should be devoted to intramural tasks, per institutional need.
- b. Associate professors are expected to demonstrate progress toward meeting the standards for teaching, service, and scholarly or creative publication required for promotion to full professor, per criteria stated in the department PAC's Standing Procedures. Workload assignments for this cohort codify the department's expectation that tenured faculty will serve on major committees and/or take on major service assignments. The normal assignment for this cohort is 45% for research/creative activity; 40% for teaching; and 15% for service, most of which should be devoted to intramural tasks, per institutional need.
- c. Full professors are expected to demonstrate continued achievement in teaching, service, and scholarly or creative publication at the levels required for promotion to the rank. The normal assignment for this cohort is 45% for research/creative activity; 40% for teaching; and 15% for service, most of which should be devoted to intramural tasks, per institutional need.
- d. Lecturers and assistant professors of practice are expected to demonstrate progress toward promotion to senior lecturer or associate professor of practice in teaching and service per criteria stated in the PFPAC Standing Procedures. The normal assignment for this cohort is 80-96% for teaching and 4-20% for service, most of which should be devoted to intramural tasks, per institutional need.
- e. Senior lecturers and associate professors of practice are expected to demonstrate progress toward promotion to principal lecturer or full professor of practice in teaching and service per criteria stated in the PFPAC Standing Procedures. The normal assignment for this cohort is 80-96% for teaching and 4-20% for service, most of which should be devoted to intramural tasks, per institutional need.

- f. Principal lecturers and full professors of practice are expected to continue teaching and serving at the levels required for promotion to the rank. The normal assignment for this cohort is 80-96% for teaching and 4-20% for service, most of which should be devoted to intramural tasks, per institutional need.
- g. Expectations for administrative positions are specified in the department Bylaws.

4. Process for Establishing Workloads

- a. Per above, in determining workload assignments, “the broader needs/priorities of the academic unit(s) to which each faculty member is assigned (as determined by the unit administrator and/or dean), as well as of the University as a whole (as determined by the provost and president), must take precedence. Workload assignments do not necessarily guarantee that faculty’s professional or academic goals or input on workload will be accommodated” (06.027).
- b. “The unit administrator [chair] is responsible for administering the unit’s workload guidelines consistently and fairly, transparently assigning faculty workloads, and ensuring that all faculty equitably contribute to the unit’s mission according to their position requirements. Ensuring full compliance with this policy and the unit’s meeting of instructional responsibilities is the responsibility of the unit administrator” (06.027).
- c. “Unit administrators [chairs], in consultation with the individual faculty member, ensure workload equity when assigning workload percentages by considering the conditions of the faculty member’s appointment, the faculty member’s goals, and the length of the faculty member’s work contract” (06.027).
- d. Timeline
 - i. Circa mid-August: chair distributes workload assignments to all faculty via email, notifies faculty of their right to discuss their assignment with them. Faculty wishing to report new achievements should update FIS by this time.
 - ii. Fall Semester: Chair meets with faculty members who have requested a meeting.
 - iii. Fall Semester: Chair uploads updated workload assignments to FIS, as or if necessary.
 - iv. January 30 (or per instructions from UNT): Faculty updates profiles on, and uploads current curricula vitae to, FIS in order to ensure that the chair and the PAC have access to current information. The FIS team annually issues instructions for creating a three-year specific version of your profile for the PAC and the department chair.

5. Links to Pertinent ENGL Documents

- a. [ENGL Personnel Affairs Committee Standing Procedures \(2020\)](#)
- b. [ENGL Professional Faculty Personnel Affairs Committee Standing Procedures \(2024\)](#)
- c. [ENGL Bylaws \(2024\)](#)

- 6. Accessing Workload Assignments:** Faculty workload assignments in the unit will be made available to all faculty in the respective academic unit before the start of each academic year. Faculty will be able to access their workload assignments on FIS.