

## GUIDELINES FOR DETERMINING FACULTY WORKLOAD

### DEPARTMENT OF SPANISH AT UNT

(Approved by a vote of the Department of Spanish Faculty, February 21, 2025)

Statement of Governing Principles: It is not expected that each faculty member will contribute equally to the accomplishment of all goals but, as a collection of individual faculty members, the Department should substantially assist the College and University in meeting their mission, goals, and objectives. Faculty workloads are assigned to support the promotion and tenure standards of the Department of Spanish (<https://spanish.unt.edu/faculty-resources.html>). Each faculty member is to be evaluated relative to their workload, with performance expectations being proportional to workload in each area (teaching, research, and service). The Department is committed to providing the support necessary to assist faculty in the teaching, scholarship, and service dimensions of their jobs and fully recognizes that tenure system and professional faculty have different roles. Guidelines for Determining Faculty Workload are consistent with the Faculty Annual Merit Evaluation Policy and Processes of the UNT Department of Spanish (<https://spanish.unt.edu/faculty-resources.html>).

*Teaching* is defined as a process by which instructional objectives and learning outcomes are set forth, instructional techniques are selected to maximize the likelihood of achieving those objectives and outcomes, and students are appropriately evaluated to assess their relative achievement of the objectives and learning outcomes. It can also include working with students outside of the classroom, including membership on thesis committees, and the development and revision of courses. Teaching effectiveness can and should be assessed using a variety of measures.

*Research* refers to scholarly inquiry, with particular emphasis on refereed publications that result from scholarly activities. Research also includes presentations at professional conferences, invited keynote speeches for academic conferences or organizations within the field of Spanish language scholarship, external recognition or awards for scholarship, and critical activities related to journals and grant panels. For tenure-track faculty, research/scholarship excellence is paramount, consistent with UNT being a Tier 1 National Research University.

*Service* refers to faculty involvement in a range of activities on behalf of others within and outside the University community. Expected service involves, at minimum, sustained membership on Departmental, College, and/or University committees. It often also entails service to the profession. In general, *service expectations are proportionate to faculty rank*: among tenure-track faculty tenured faculty are expected to contribute more in terms of service than Assistant Professors and should have enhanced leadership responsibilities. Among professional faculty Principal Lecturers should have enhanced leadership responsibilities relative to Senior Lecturers, and Senior Lecturers to Lecturers.

The Chair is responsible for assigning annual workloads to all faculty members. The typical workload for a tenure-system faculty member is 40% research, 40% teaching, and 20% service. The typical workload for a professional faculty member is 80% teaching and 20% service. In accordance with UNT policy 06.027, faculty workloads comprise three categories of work: 1) teaching, 2) research, and 3) service:

1. Teaching only includes classes taught during the long semesters of the regular academic year and does not include any extra summer classes. 10% should be assigned per class taught regardless of class size and level (e.g. 1000, 2000, 3000, 4000, 5000). Tenured faculty with satisfactory research activity will receive a teaching load of 2-2 per academic year (40% divided into two semesters of 20% each), but where research activity is low the teaching load may be increased to 2-3 (50%). Professional faculty members' normal teaching load is 4-4 teaching load (e.g. 80% divided into two semesters of 40% each). All tenure-track faculty will have a 2-2 (40%) teaching load during the probationary period.

2. Research activities include but are not limited to: writing and editing scholarly works (e.g. articles, book chapters, books, book reviews, works of fiction, etc.), conference presentations, applying for grants, etc. Faculty should consult the departmental evaluation rubrics as well as promotion and tenure guidelines for more details on sanctioned research activities. Faculty members who receive a Faculty Development Leave (FDL) will not have any teaching, service or administrative duties during the FDL period.

3. Service activities include but are not limited to: major service activities such as Associate Chair, First Year Spanish Language Coordinator, Second Year Spanish Language Coordinator, Undergraduate Advisor and Graduate Advisor; serving on committees at all levels and in all capacities (e.g. member, chair); participation in department-sponsored activities (e.g. guest speakers, Hispanic Heritage Month celebration, etc.), Tertulia, etc. Faculty should consult the departmental evaluation rubrics as well as promotion and tenure guidelines for more details on departmental as well as college and university service activities. Service is by default 20% for all tenure-system and professional faculty. In accordance with Section II.D.8 of the Department of Spanish Bylaws.

a. A faculty member's total time and effort must always reflect a 100% workload commensurate with full-time employment as a faculty member (UNT Policy 06.027).

b. Changes to the workload percentages assigned to departmental service positions can only be made after a majority vote in favor of the proposed change by the full department faculty (tenure-system and professional faculty).

c. The department administrative coordinator will maintain the record of workload percentages as well as the names of faculty assigned to each service/leadership role each academic year and will ensure that both documents (workload percentages and faculty assigned to service roles each academic year) are available to be viewed by all faculty members at all times.

Procedures:

1. During the spring semester the department chair will assign all full-time faculty (tenure-system and professional faculty) workload percentages for the following academic year based on departmental needs in accordance with UNT policy 06.027 and Section II.D.8 of the Department of Spanish Bylaws.