Workload Guidelines
Department of World Languages, Literatures, and Cultures
University of North Texas
Approved by full-time faculty members 02/27/2025

I. Overview

A. The chair of the Department of World Languages, Literatures, and Cultures is responsible for assigning faculty workloads as laid out in these departmental Workload Guidelines and in UNT Policy 06.027 Academic Workload.

B. Per UNT Policy 06.027 Academic Workload, "[a] faculty member's total time and effort must always reflect a 100% workload commensurate with full-time employment as a faculty member" (IV.D.1).

C. The department chair will determine the workload for professional faculty members for the following academic year and take the following factors under consideration:
- The annual evaluation of the faculty member
- The needs of the language section and department in the areas of teaching and service

D. The department chair will determine the workload for tenure-system faculty members for the following academic year and take the following factors under consideration:
- The annual evaluation of the faculty member
- An assessment of the faculty member's research productivity
- The needs of the language section and department in the areas of teaching and service

E. Faculty members may request workload adjustments with the department chair.

F. While on development leave, faculty members will receive 100% of their workload in the category of teaching, scholarship, service, or administration. The category will be determined by their development leave proposal (Class I: Research, Class II: Creative, Class III: Renewal, Class IV: Teaching, [UNT Policy 06.010 Development Leave]). No teaching, service, and administrative duties at the departmental, college, and university level will be assigned to the faculty member's workload during the duration of their development leave.

II. Guiding Principles

The Department of World Languages, Literatures, and Cultures recognizes the importance of the conditions associated with equitable workloads that have been developed by the American Council on Education (2022, page iv):

- Transparency – Departments have widely visible information about faculty work activities available for department members to see.
- Clarity – Departments have clearly identified and well-understood benchmarks for faculty work activities.
- Credit – Departments recognize and reward faculty members.
- Norms – Departments have a commitment to ensuring faculty workload is fair and have put systems in place that reinforce these norms.
- Context – Departments acknowledge that different faculty members have different strengths, interests, and demands that shape their workloads and offer workload flexibility to recognize this context.
- Accountability – Departments have mechanisms in place to ensure that faculty members fulfill their work obligations and receive credit for their labor.

III. Definitions for Teaching, Scholarship, Service, and Administration

A. For definitions and examples of teaching, scholarship, service, and administrative activities, see UNT Policy 06.007 Full-Time Faculty and Academic Administrator Annual Review, and Academic Administrator Reappointment.

B. Any activity not mentioned in UNT Policy 06.007 will be assigned to a category during workload negotiations with the department chair.

C. Faculty members should consult the departmental [Guidelines for Full-Time Faculty Annual Review](#) as well as [Guidelines and Standards for Reappointment, Tenure, and Promotion of Professors](#) / [Guidelines for Evaluating and Promoting Lecturers](#) for more detailed information on the kinds of approved activities in the categories of teaching, scholarship, service, and administration.

IV. Standard Annual Workload Percentages and Work Expectations

A. The standard annual workload for professional faculty members is 80% in Teaching and 20% in Service.

B. The standard annual workload for tenure-track faculty members during the probationary period is 40% in Teaching, 50% in Scholarship, and 10% in Service.

C. The standard annual workload for tenured faculty members is 40% in Teaching, 40-50% in Scholarship, and 10-20% in Service.

D. The standard annual workload for faculty members with an administrative emphasis (department chair or another administrative assignment from the dean or provost) is 0-20% in Teaching, 0-20% in Scholarship, and 60-100% in Service/Administration.

E. Full-time faculty members strive to dedicate a proportion of their service workload percentage to the department.

F. Tenured faculty members must maintain research productivity to qualify for a 40% minimum workload in scholarship. Continued research productivity can be demonstrated to the department chair by evidence such as:
    - A detailed research plan that demonstrates progress with a specific timetable and concrete evidence of work completed. This must be approved by the department chair, in consulation with the departmental PAC
    - Correspondence with editors testifying to acceptance
    - Correspondence with editors testifying to submissions
    - Drafts of manuscripts
    - Data collection
    - Conference presentations

V. Adjustment of Standard Annual Workload Percentages

A. The standard workload percentages may be adjusted during workload negotiations for faculty members who have special duties and responsibilities.

B. A regularly scheduled course typically represents 10% of the workload. Faculty members who accept individual instruction (e.g., special problems, honors college contract, thesis or dissertation supervision) can request an increased teaching workload percentage.

C. Faculty members with a high level of documented service commitments can request an increased service workload percentage. Major departmental service duties may qualify for a course release subject to the department chair's approval and the needs of the language sections and department.

D. As part of their negotiation with the department chair, new tenure-track faculty members can request up to one course release to conduct research in their first three years of the probationary period.

E. Adjustments to the workload of the department chair are made as part of negotiations with the dean.

F. The department chair may make additional workload adjustments as needed when faculty members are faced with extraordinary circumstances, including but not limited to, the birth or adoption of a child (UNT Policy 05.061 Parental Leave); responsibility for managing the illness or disability of a family member; serious persistent personal health issues (UNT Policy 05.064 Family and Medical Leave); military service (UNT Policy 05.049 Military Leave [Annual or Short-term]); death of a parent, spouse, child, or domestic partner; or natural disaster

(UNT Policy 05.066 Emergency Leave, Leave During an Inverstigation and Administrative). The faculty member is responsible for making the request, in writing, and providing necessary documentation when requesting a workload adjustment under these circumstances.

G. Tenure-stream faculty members approaching a research milestone may petition the department chair for a workload adjustment that would give them greater flexibility to complete their projects. Faculty members must make proposals for a workload adjustment in writing and submit to the department chair along with a detailed research plan. Typically, faculty members will be eligible for a workload adjustment of this nature no more frequently than once every six years.

H. Tenure-track faculty members maintain the standard annual workload percentages during the probationary period, unless a terminal contract is issued during the probationary period.

I. If a tenured faculty member does not receive an annual review score of 7.0 (out of 10) or higher in two categories and a score of 5.0 (out of 10) or higher in the third category, the faculty member is required to meet with the department chair to develop a plan for improvement. Each plan will be developed on a case-by-case basis according to best practices and following all relevant bylaws, guidelines, and policies. If there is no improvement in the annual review scores for two (2) calendar years in a row, the department chair may assign additional service or teaching to that faculty member.

VI. Timeline for Workload Negotiation and Availability of Workload Forms

A. Workloads must be negotiated and made available to all faculty before the start of each academic year as indicated in UNT Policy 06.027 Academic Workload (IV.F.1.).

B. The department chair sends the workload forms to faculty members during the third week of March.

C. Any faculty member can schedule a meeting with the department chair between the third week of March and the middle of April to discuss workload details.

D. In the middle of April, faculty members submit the workload forms to the department chair.

E. Before the end of April, the department chair decides whether or not to accept the workload forms submitted by each faculty member. The department chair notifes the faculty member in writing that the requested workload is approved or requires further negotiation.

F. If the department chair does not accept the workload forms submitted by a faculty member, the department chair must notify the faculty member in writing. The faculty member may file a grievance, following the department's grievance guidelines and procedures, the college's grievance guidelines and procedures, and UNT Policy 06.051 Faculty Grievance.

G. The signed workload forms that list the annual workload assignments of individual faculty members are made available through the departmental shared drive before the start of each academic year.

VII. Reviewing and Revising the Workload Guidelines

The Workload Guidelines shall be reviewed prior to the beginning of workload negotiations. The department chair initiates the review process in consultation with the members of the Personnel Affairs Committee (PAC) and Lecturer Affairs Committee (LAC). Revisions to the Workload Guidelines are to be voted on by all full-time faculty members in the department.

Reference

American Council on Education. (2022). *Equity-Minded Faculty Workloads: What We Can and Should Do Now*. https://www.acenet.edu/Documents/Equity-Minded-Faculty-Workloads.pdf