

Workload Guidelines

Department of Philosophy and Religion

1. Principles

The Department of Philosophy and Religion workload guidelines define workload allocation (WA) criteria and outline the distribution of teaching, scholarship, and service for tenure-stream and professional faculty. They also specify the timeline and process for workload allocation between the department chair, PAC, and faculty. The guidelines aim to enhance transparency in workload assignments, promoting fairness and equity in alignment with [Department Bylaws](#), [Department Promotion and Tenure Guidelines](#), and [Annual Faculty Review Guidelines](#).

2. Definitions

Faculty Workload, as defined in UNT Academic Workload Policy 06.027, refers to a faculty member's assigned responsibilities for an academic term or year, determined by the unit administrator in consultation with the faculty member. In these guidelines, *faculty workload* and *workload allocation* (WA) are used interchangeably.

Teaching encompasses activities that directly contribute to the education of UNT undergraduate and graduate students. These include instructing organized and online courses, teaching course overloads, developing new courses, supervising independent studies and Honors College projects, overseeing student research, participating in teaching-related workshops or conferences, serving on graduate exam committees, and directing MA theses and doctoral dissertations.

Scholarship encompasses a broad range of academic and creative contributions, including single- and co-authored books, edited volumes, peer-reviewed journal articles and book chapters, journal editing, translations, audio and video productions, web content, new media, and externally funded research. It also includes public-facing work, engaged philosophy, films, documentaries, digital scholarship, and other peer-reviewed or juried creative works. Additional scholarly activities comprise book reviews, conference proceedings, classroom publications, conference presentations, posters, workshop participation, scholarly awards and recognitions, citations, and public presentations.

Service encompasses assigned faculty contributions essential to the advancement and functioning of UNT, the department, and the faculty member's academic discipline. It includes committee participation, leadership in disciplinary societies, editorial work, peer review, event organization, university contributions, professional service, and community engagement.

The *Workload Plan* (WP) outlines the expected work for the calendar year in both quantitative and qualitative terms. It is reviewed and discussed by the faculty member and department chair before the WA is submitted for administrative approval.

3. Assigning Workload/Performance Percentages

Policy 06.027 states, “workloads for individual faculty are assigned annually, to ensure that the unit meets its instructional responsibility while respecting the faculty member’s academic goals.” Per UNT policy, workloads are determined by the department chair.

From UNT Policy 06.027, “it is expected that faculty with tenure-track appointment will carry a workload that contributes to all three areas of teaching, scholarship, and service; though in certain cases a major focus on scholarship, instruction, or service is warranted. Probationary tenure-track faculty will have workload assignments that permit an emphasis on those activities most important for success in the tenure and promotion process.” As per UNT Policy 06.004 (Faculty Reappointment, Tenure, Promotion, and Reduced Appointments), tenure-stream faculty are assigned workload in scholarship, teaching, and service.

Similarly, “faculty with professional faculty appointments such as lecturer, clinical, or research appointments typically have a workload assignment with primary responsibility in one of the three areas of teaching, scholarship, or service.” As per UNT Policy 06.005 (Professional Faculty Reappointment and Promotion), professional faculty are assigned workload in only in teaching and service.

4. Workload Assignment Process

The process of determining workload assignments generally follows this sequence:

A. Initial Workload Allocation

- a. In April, the Chair will email each faculty member regarding their initial workload allocation for the upcoming academic year.
- b. Faculty will have an opportunity to discuss potential revisions before the end of the semester.

B. Workload Plan Development

- a. Workload allocations (WA) are established through the development of a Workload Plan (WP) in consultation with the Chair.
- b. In addition to percentage allocations in each category, WA includes a qualitative description of the faculty member’s planned activities.
- c. Meetings between the Chair and individual faculty members will be scheduled between April 1 and May 15 to discuss the WP and WA.

C. Workload Discussion and Assessment

In the meeting with each faculty member, the following areas will be reviewed:

- a. **Service** – Evaluate how annual service commitments align with performance review expectations.
- b. **Teaching** – Assess planned courses and other teaching responsibilities.
- c. **Scholarship** – Outline current projects and future research plans.

The WP will be finalized during this meeting. Once approved by the Chair and the PAC, the process for that faculty member is complete.

D. Revisions

Faculty members may request revisions to their WP between May 1 and August 1.

E. Workload Distribution

Workload allocations for the relevant years will be shared with faculty and made available in the department administrative coordinator's office and on the department's Teams page.

5. The Weighting of Teaching, Scholarship, Service

Each of the areas of teaching, scholarly/creative research, and service are weighted for evaluation according to the individual faculty member's distribution of effort as discussed when developing the WP.

For *tenure-track* faculty in the department, a balanced workload is *typically*:

- 50% scholarship
- 40% teaching (4 courses per academic year or 2 courses per semester)
- 10% service

This distribution is recognized as standard by the department, and an excessive emphasis on teaching or service may negatively affect the tenure and promotion process.

For *tenured* faculty in the department, a balanced workload is *typically*:

- 40% scholarship
- 40% teaching (4 courses per academic year or 2 courses per semester)
- 20% service

This distribution is recognized as standard by the department, and an excessive emphasis on teaching or service may negatively affect promotion to full professor.

For *professional* faculty in the department, a workload focused primarily on teaching is:

- 0% scholarship
- 80% teaching (8 courses per academic year or 4 per semester)
- 20% service

For the *unit administrator*, a workload focused on administration is:

- 70% administration
- 20% teaching (2 courses per academic year or 1 per semester)
- 10% scholarship

6. Special Circumstances

The Department Chair in consultation with the PAC can make additional workload adjustments when faculty members are faced with extraordinary circumstances, including but not limited to:

the birth or adoption of a child; responsibility for managing the illness or disability of a family member; serious persistent personal health issues; death of a parent, spouse, child, or domestic partner; military service; or natural disaster. The faculty member is responsible for making the request, in writing, and providing necessary documentation when requesting a workload adjustment under these circumstances.

The Department Chair in consultation with the PAC can make additional workload adjustments for extraordinary service, for example, for the Director of Graduate Studies, Undergraduate Advisor, or serving as Director of Jain Studies or the Jewish Studies Program.

Faculty members approaching tenure and promotion may request a workload adjustment from the Department Chair and PAC to allow greater flexibility to complete their scholarly or creative projects. For example, faculty might propose teaching an overload in exchange for a semester of intensive research. Requests must be submitted in writing with a detailed research plan. Typically, faculty are eligible for this type of adjustment no more than once every seven years.