

DEPARTMENT OF BIOLOGICAL SCIENCES WORKLOAD POLICY

Work of the Faculty of the Department of Biological Sciences

The work of the faculty of the Department of Biological Sciences is scholarship, teaching, and service. This document describes the relative percentages of a faculty member's workload that are typically devoted to these three areas under various levels of effort in the areas. Workload is described as percent effort, with 100% effort constituting full-time employment during the eight month term of appointment for the academic year.

Research

Research activity is demonstrated by peer-reviewed publications, training of graduate students, training of undergraduates, presenting at research conferences, submitting external grant applications, and acquiring competitive external funding. For calculation of workload, research activity is evaluated by considering the effort and productivity of individual faculty.

The following are general guidelines that describe the different levels of research effort and activity by faculty in the Department of Biological Sciences:

- (1) 60% effort is a faculty who is active in research that is supported by an indirect cost-generating, external grant of at least \$50,000 in direct costs per year or an assistant professor prior to C4 review who is active in research and seeking competitive external funding.
- (2) 45% effort is a tenured faculty who is active in research that is supported by external funding of \$10,000 to \$50,000 per year.
- (3) 30% effort is a faculty who is active in research as demonstrated by meeting several of the criteria listed above, but has less than \$10,000 of external funding per year.
- (4) 0% effort is a faculty who has not demonstrated research activity as described above.

Teaching

The Department of Biological Sciences services an extensive, diverse student population and delivers a large number of credits (approx. 19,500/year). In addition to providing courses for biology majors, the Department provides service courses for the Schools of Health Sciences and Nursing. The Department also contributes the largest share of the premedical curriculum. We presently have about 400 biology majors, and the numbers of majors have been growing steadily. In addition to undergraduate courses, we offer graduate courses at both the masters and Ph.D. levels. Our workload policy has been to divide this extensive teaching commitment equitably

among our faculty in such a way as to best meet the academic needs of our students and the programs we service.

There are various factors that affect the numbers of courses taught by individual faculty. Some courses require large amounts of time for laboratory preparation and/or supervision of teaching assistants. Courses with large enrollments, which generate large numbers of credits, may require a greater time commitment than smaller enrollment courses. Some courses, such as intensive writing, capstone courses, may be more time consuming than other courses. These factors and others require the customization of individual faculty teaching loads.

It is expected that *all* faculty will contribute substantially to departmental teaching responsibilities and that a fair share of teaching will account for a **minimum** of **30%** of a faculty's total time and effort. Typically, a single biology course will require between 20% and 40% effort depending on the considerations stated above. A course would consist of one section of a lecture course, one section of a laboratory course without graduate teaching assistants, or a laboratory course with multiple sections assisted by teaching assistants. Coordinating a laboratory course with multiple sections taught by teaching assistants is typically considered half a course to a course. The course equivalency will be decided based on several factors that affect the faculty coordinator's commitment, including the number of sections and teaching assistants supervised.

All faculty are encouraged to maintain an active research program. However, faculty investing less time in research than is required for a full-time workload are expected to expand their teaching commitment to afford more time for research by their colleagues. In this way, the overall productivity of the department can be optimized. The chair of the department adjusts individual faculty teaching loads to meet the needs of students and to enhance departmental research productivity. In determining a faculty's teaching load, the chair would consider not only those factors discussed above, but also the levels of service described below.

Service

All tenure track faculty are normally expected to spend about 10% of their time over the academic year on a combination of departmental, college, university and professional service. In keeping with past practice, and with article X paragraph 71 of the faculty contract, acceptance of

specific service activities is voluntary and subject to the scheduling concerns of the individual faculty member. (The expectations for service for assistant professors are described in the department's review criteria.)

The normal level of service for a tenured faculty is some combination of the following:

1. Member of a standing departmental committee
2. Member of a review or search committee
3. Member of a college or university committee
4. Professional service including editor of a journal, reviewer for granting agencies and peer-reviewed journals
5. Biology academic advising
6. Administrative activities

Generally, all tenure track faculty should be a member of at least one standing departmental committee, participate on a review or search committee once every 2-3 years, and provide some professional service. Serving as chair of a committee (departmental, college, or university) and membership on committees that meet regularly and require substantial time outside the meeting times, such as the Committee on Appointment and Promotion, Undergraduate Curriculum Committee, College Committee on Instruction, Pre-professional Advisory Committee, University regulatory compliance committees, and University Research Committee are particularly time consuming and important service commitments.

Faculty who have substantially greater service responsibilities than normal, including the Department Chair, Departmental Academic Advisor, Pre-med advisor, or temporarily engaged in outstanding and extensive service commitments may be given 0.5 – 1.0 course teaching reduction per semester, on a case by case basis.