

**WORKLOAD POLICY**  
**Approved December 9, 2015**

The Department of Sociology and Anthropology combines a variety of instructional and research activities that define its mission and contributions to the College of Arts and Sciences and to the University. The Department has three undergraduate majors and a master's program; it also contributes to a GIS certificate and a Public and Social Policy Ph.D. program. As a result, the Department's faculty members come from a variety of scholarly disciplines. They have different intellectual backgrounds, different styles of scholarship, and different roles in fulfilling the department's mission. The Department's workload policy seeks to enable individual faculty members to contribute to the Department's mission in a manner that recognizes and values these differences.

Workload is defined as the total of teaching and advising, research and scholarship, and service activities performed over the academic year. These activities include:

A. Teaching and Advising

- i. Instruction in regular academic courses
- ii. Developing new courses
- iii. Supervision of theses and dissertations
- iv. Supervision of independent studies and internships
- v. Undergraduate and graduate student advising
- vi. Participation in additional instructional activities such as summer field schools, archeology and forensic laboratories, and honors sections of classes

B. Research and Scholarship

- i. Publications
- ii. Pursuit and receipt of grants, contracts and other support for research
- iii. Presentations in professional forums
- iv. Progress on long-term projects demonstrated through data collection, data analysis, or written work

C. Service

- i. Service to department: Committee and departmental assignments
- ii. Service to the College: Committee and College assignments
- ii. Service to university: Committee and university assignments
- iii. Service to profession: Consultation, editorial services, offices held, organizing sessions at professional meetings, etc.
- iv. Service to community: Civic committees, boards, commissions, consultation services, appearances before community groups, state, national, and international organizations, etc.

The typical workload distribution for tenured/tenure-track faculty is allocated as 40% advising and teaching (normally including two courses, as maximum, or six credit contact hours, per semester), 40% research, and 20% service. The Department Chairperson and each faculty member negotiate a workload plan during annual reviews.

Merit reviews will be weighted according to the contracted distribution of effort. Promotion decisions should also take into account the distribution of effort over the period under review.

### **Exceptions to Typical Distribution of Effort**

1. It is expected that all faculty will maintain scholarly and research activities resulting in publication, at a rate of approximately one journal article per year (or the equivalent), on a three year rolling average. Tenured faculty who do not continue such scholarly activity may be asked by the Department chairperson to teach one or more additional courses in an academic year if they have not published in the previous two years. Accommodations will be made for demonstrated progress on long-term projects (substantial data collection, new material added to an ongoing book manuscript, significant external grant applications). In order to allow tenure-track assistant professors adequate time to compile the scholarly record that will be expected for tenure, they will not be asked to teach more than four regular-semester classes per academic year.

2. By mutual agreement between the Department chairperson and an individual faculty member, the percentage distribution of effort may be altered to accommodate special administrative or service assignments such as serving as Director of an undergraduate or graduate program, or President of the Faculty Senate.

3. When a faculty member is unable to perform work that has been assigned during the annual planning process (e.g., when a class is cancelled due to insufficient number of students), the Department chair will consult with the faculty member to determine how to fulfill workload requirements. Typically, the faculty member may be asked to teach a different course that semester or an additional course in a subsequent semester.

4. Non tenure-track faculty will negotiate a workload distribution with the Department chair. The typical workload for these faculty members will be twelve credit contact hours per semester. If the non-tenure track faculty member is expected to perform significant research, service, or advising activities, the negotiated full time workload will be adjusted down from twelve credits per semester to accommodate these additional responsibilities.

### **Resolving Grievances**

1. The Department Chairperson has the responsibility of interpreting the annual contributions of faculty members, and deciding whether to increase the number of courses that any given faculty member teaches. In situations where a faculty member strongly disagrees with the Chairperson's decision, the case should be reviewed by a committee of at least three senior faculty members.