

UNCG-Biology Faculty Workload Policy (revised Spring 2016)

This policy conforms to University (<http://provost.uncg.edu/documents/personnel/FacultyWorkloadGuidelines.pdf>) and College workload guidelines. Apart from workload guidelines, separate documents for promotion and tenure exist at the University, College, and Departmental levels.

1. In negotiations with the Department Head, faculty will individually plan their professional activities each Fall for the academic year. Detailed negotiations of teaching, research and service in the current academic year will normally be completed by the end of September, as will teaching plans for the subsequent academic year. The Head will review with each faculty member his/her Faculty Assignment Form (modified from the Provost's website) in September of each year and approve the form. The approved document will become part of the departmental personnel file for each faculty member.
2. Tenured and tenure-track faculty are expected to articulate a research program and to demonstrate currency and productivity in that program.
3. All faculty are expected to demonstrate effective teaching.
4. Teaching load assignments for tenured or tenure-track research-active faculty are based on a maximum assignment of nine contact hours per semester, to include documented supervision of undergraduate and graduate students in research, e.g., enrollment in BIO 499 or 695 or 790.
5. Teaching load assignments for research-active tenured or tenure-track faculty are normally two courses per semester. The two courses may include a variety of combinations such as two lecture courses or a lecture course and a lab course, or two lab courses.
6. Maximum teaching load assignments for tenured or tenure-track research-active faculty are based on an assignment of nine contact hours (or three courses) per semester, to include documented supervision of undergraduate and graduate students in research (e.g., enrollment in BIO 499, 695 or 790).
7. Teaching load assignments for non-tenure-track faculty are based on a maximum assignment of twelve contact hours or four teaching units per semester. Reduction in the twelve contact hours may result from additional administrative or supervisory duties, such as coordinating laboratories for a large course.
8. Research-active faculty may request a reduction in their teaching assignment based on research productivity in the past year as indicated by a negotiated combination of the following: supervision of graduate students, especially PhD students, publication of peer-reviewed papers, submission of external grant proposals, receipt of funded external grants, supervision of employed researchers, and/or substantive progress in the production of books or other substantial products of research and creative activity.
9. Faculty can request a reduction in their teaching assignment based on major administrative and/or service activities at the Department, College, University levels or beyond, as in primary editorial responsibilities or elected office in a professional society. Within the Department, such activities normally include one course reduction per semester for the directors of the General Biology Program, the Biology Undergraduate Studies Committee, and the Biology Graduate Studies Committee, and coordination of laboratory instruction involving 150 or more students per semester. Other reductions may ensue due to major responsibilities in curriculum development or the type and size of assigned courses.
10. Research-inactive faculty or those with a diminished research program are expected to increase their

teaching loads up to the maximum of nine contact hours per semester (see #4). A diminished research program is indicated by a prolonged lack of external funding and reduced rate of publication, submission of major grants, and training of graduate and undergraduate students in research relative to other faculty in the department.

11. Newly hired tenure-track faculty are provided one three-hour course reduction to support research in two of the first five years of appointment. . This reduction may be used in one semester so that the new faculty member is free of teaching duties in that semester or may be used in two different semesters. This reduction is in addition to any pre-tenure research assignment provided by the College.
12. Research-active faculty, in consultation with the Head, may assume a voluntary overload in their teaching assignments. Overloads can be “banked” and used to reduce a faculty member's teaching assignment and provide release time for research in a subsequent semester. Overload time can be used up to three semesters after it was earned. Faculty can "cash in" up to two, three-hour overloads, or combine a single three-hour overload with traditional release time (described in 8 & 9 above) to generate a total of up to six hours of release time in any given semester.
13. Unless they are on research leave or in their first year of appointment, all faculty are expected in every semester to advise their assigned undergraduate students majoring in biology.
14. Except in their first year of service, faculty are expected to serve on departmental committees, and, when appropriate, to serve on College and University committees.