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Workload Guidelines for Lecturer Faculty in CHHS

The following guidelines for current and future lecturer faculty appointments supplement rather than supersede the UNHLU Collective Bargaining Agreement in providing CHHS department chairs with a set of guidelines for the appointment and management of lecturer faculty employees hired by the college primarily to provide instructional activities. These guidelines recognize the varied needs within and across our programs while maintaining equivalent workload expectations throughout the college that are consistent with the UNHLU Collective Bargaining Agreement and with institutional norms. These guidelines shall also be applied to current or future joint appointments with other entities in terms of percentage of time paid for by the college.

The department chairs have a responsibility to help direct college and university resources toward delivery of excellent instructional programs having optimal student capacity by allocating personnel and related resources as effectively and efficiently as feasible. The chairs have latitude, subject to the dean's approval and consistent with any relevant bargaining agreement, in determining an equitable workload for individual faculty members in unusual circumstances or in response to unforeseen opportunities that nonetheless maintains the underlying intent of the document.

In an effort to produce fair, balanced, and equitable workload assignments for Lecturer Faculty, individual Lecturer Faculty shall be consulted during the assignment of their workload in a manner consistent with other faculty types in the department. Those workloads must be consistent with established practices for workload assignment policies for faculty within each department. Workload practices within a department must be equally applied to faculty of all types and ranks. The creation of practices for faculty workload assignment within a department must actively include lecturer faculty as fully participating members of the department, inclusive of the approval of such policies. Policies in place at the time of this agreement must be reviewed in the same manner, with full inclusion of Lecturer Faculty.

UNH lecturer faculty appointments consist of a mix of Teaching, Professional & Service Activities (PSA), and Substantive Administrative Service (SAS). Each of these are assigned by the chair in accordance with the provisions of the UNHLU Collective Bargaining Agreement (UNHCLBA) on an annual basis, subject to the dean's approval, and communicated by the chair to the individual faculty member. It is recognized that opportunities or needs within these categories may arise at any time during the AY, and these may be negotiated with or assigned by the chair (see UNHCLBA Article 7.2). PSA and SAS activities that are not assigned or approved by the chair, but rather carried out at the faculty member's own volition, will not be considered as addressing the CHHS workload requirements. Compensation for courses taught with college approval during the summer and J Terms is based on the UNHLU faculty summer rate schedule and are not considered part of the Academic Year workload.

Lecturer faculty do not have responsibility to undertake research during the AY, and therefore research is not an assigned workload component. In CHHS, lecturer faculty may advise professional graduate students; they do not advise research (thesis) graduate students.

Workload and Appointment Full Time Equivalent (FTE):

- In CHHS, a 1.0 FTE Lecturer generally will have either six (6) units of Teaching and two (2) units of (PSA) or one (1) unit of PSA and one (1) unit of (SAS). In some cases, a 1.0 FTE lecturer may have seven (7) units of Teaching and one (1) unit of PSA.
- In CHHS, an 88% FTE Lecturer generally has six (6) units of Teaching and one (1) unit of PSA.
- In CHHS, a 75% FTE Lecturer generally has five (5) units of Teaching and (1) one unit of PSA.
- In CHHS, all Lecturer Faculty will have at least one unit of PSA in their workload. Except as outlined in 12.3.1, each unit of SAS performed to meet departmental, programmatic or college or university needs is the equivalent of one unit of Teaching. Any such exchange of units is solely the prerogative of the department, program or college.
- In CHHS, reassignment of FTE follows 12.3.5 UNHCLBA for FTE Status Determination.

PSA and SAS Activities:

In CHHS, the following are considered as examples of activities that may constitute a full or partial unit of workload. The specific equivalencies are ultimately a decision of the assigning department chair, subject to approval of the dean. Assigned activities that constitute a unit are expected to be relatively equitable for individuals within and across the departments and college. Lecturer faculty will meet annually with their chair to review the portfolio of activities that will meet their PSA and (as relevant) SAS requirement(s) for the year.

Professional and Service Activities (PSA): What follows is a list of activities and examples of SAS; however, it is not an exhaustive list. Some of the activities require a more substantial commitment than others, so each activity by itself may or may not constitute a full unit.

Direct Support of Academic Programs and Students

- Substantial curricular development, revision and assessment
- Participation in a program accreditation/reaccreditation process and internal/external program reviews
- Direction of undergraduate research or theses, field studies, internships, analogous experiential learning activities, and independent study projects
- Writing letters of recommendation for students
- Administration and assessment of placement exams
- Attending University events such as new students orientation, Wildcat Days, open house, student extracurricular activities, graduation, honors convocation.
- Judging graduate and undergraduate research presentations or posters

Staying Current in the Field

- Participation in relevant professional opportunities
- Maintenance of required professional certifications, certificates, and credentials
- Attending and/or presenting at professional conferences, pedagogical forums, workshops and seminars
- Delivering guest lectures and invited seminars

- Service to professional associations/organizations

Support of Colleagues

- Attending department and/or program meetings
- Membership in departmental, college, and university committees including search committees, professional graduate committees, admission committees, etc.
- Serving on the Lecturers Council, Faculty Senate, Executive Committee of UNHLU-AAUP, Negotiating Team, and similar UNHLU activities
- Assigned formal mentoring of new and fellow faculty and/or staff

Substantial Administrative Service (SAS): What follows is a list of activities and examples of SAS; however, it is not an exhaustive list. Some of the activities require a more substantial commitment than others, so each activity by itself may or may not constitute a full unit.

- Coordination, support and/or maintenance of facilities including laboratories
- Faculty advising of an official student organization
- Maintenance of departmental websites and social media sites
- Curricula coordination of course with sections taught by multiple instructors
- Coordinating conferences and special events
- Formal advising of undergraduate majors
- Coordinating an undergraduate or professional graduate academic program
- Direction or coordination of a study abroad program