UNIVERSITY of NEW HAMPSHIRE
College of Health and Human Services

Workload Guidelines for Tenure Track and Tenured Faculty

I. Introduction
All tenure-track and tenured faculty in the College of Health and Human Services who are appointed to 9-month contracts at 1.0 Full-time Equivalent (FTE) are expected to conduct 8 workload units during the academic year that are distributed between teaching, research, and service/engagement activities.

The definition of a "workload unit" is typically associated with the time, energy, and actions it takes to teach one standard 3- or 4-credit course by a single instructor. Discrete sections of the same course, that meet at distinct times in a given semester, are each to be considered 1 teaching unit. A 1- or 2-credit course is equivalent to 0.5 unit. Supervision of independent studies, undergraduate or graduate research is not included in teaching workload, however it may contribute to service, or research if the activities advance the faculty member’s scholarship.

Tenure track and tenured faculty in the College may be variably assigned 4-6 teaching units, 1-3 units of research, and 1-2 units of service per year. The distribution of workload between teaching, research and service in any given year is dependent on the faculty member’s overall productivity, responsibilities, and expected contributions. The following guidelines for determining annual faculty workloads are designed to recognize and acknowledge individual faculty interests and strengths, maintain an equivalent set of workload expectations across the College, and support a College workload assignment process that is transparent, mutually accountable, and fiscally responsible. These guidelines are a set of principles and are a starting point from which workload determinations will be made within departments in consultation with the Dean in accordance with Article 8.1 of the Collective Bargaining Agreement (CBA) between USNH and the UNH AAUP, July 1, 2015 – June 30, 2020.

II. Untenured, Tenure Track Faculty
a. For untenured, tenure track faculty, the workload for the probationary period prior to consideration for tenure will typically be four, 3- to 4-credit teaching units per academic year, 3 units of research, and 1 unit of service. Participating in research activities (e.g., planning, obtaining human subjects approval, collecting and analyzing data) alone is insufficient for demonstrating scholarly productivity, which is more appropriately objectified by the products of scholarship that contribute knowledge to a field (e.g., peer-reviewed journal articles, book chapters, professional presentations, and externally funded research grants/contracts). While the workload value of a particular scholarly product varies, their sum should be equivalent to 3 units of research in an academic year. Distribution of workload among teaching, research, and service will be reviewed.
at the end of each academic year as part of the annual reviews by the Department Chair and Dean, and modified if deemed appropriate. Workload modifications due to administrative responsibilities or course buyouts will be determined by the Department Chair, in consultation with the Dean.

b. Untenured faculty are generally expected to perform 1 unit of service, equivalent to the amount of time it takes to prepare and teach 1 course. Faculty are not required to engage in all three types of service (university, professional, public service and outreach) each year.

c. All untenured faculty members will be assigned a senior faculty mentor, preferably from within the home department, or if not available, from another department in the College, who will shepherd their progress through the probationary period, reinforcing the formal assessment process of annual performance reviews by the Department Chair and Dean outlined in CBA Article 11.1. Beginning with the first year of appointment, each non-tenured faculty member will receive from the Dean, in concert with the appropriate Chairperson, an annual written assessment of performance. The assessment must be completed by June 30th following the end of each academic year, and the assessment will be transmitted to the bargaining unit member.

d. As part of their annual self-evaluation, untenured faculty shall include a retrospective description of the previous academic year’s productivity and accomplishments in the areas of teaching, research, and service/engagement with respect to workload distribution. In addition, the faculty member, in consultation with his/her mentor and Department Chair, will outline the specific teaching, research, and service/engagement goals and objectives for the following academic year.

III. Tenured Faculty
a. Tenured Associate Professor and Professor workloads will range from 4-6 teaching units, 1-3 units of research, and 1-2 units of service each academic year depending on scholarly productivity, administrative responsibilities, and course buyouts. Performance expectations for tenured faculty include a continuous record of quality teaching, a sustained record of scholarly productivity, and service/engagement contributions commensurate with senior faculty status. Department Chairs, in consultation with the Dean, will assign teaching loads following an assessment of 2 years of annual reviews, plus the most recent post-tenure review. Performance will be assessed in the context of the faculty member’s workload distribution and senior leadership responsibilities.

b. Associate Professors who have maintained scholarly productivity at an annual level that would lead to promotion to Professor within a reasonable time period, and service and engagement contributions commensurate with senior faculty status, will typically be assigned a research-intensive workload of 4 teaching units, 2-3 research units, and 1-2
service units per academic year. Faculty performing 1 unit of service will be expected to engage in 3 units of research, and faculty performing high-level service that accrues to 2 units will be expected to engage in 2 units of research. Participating in research activities (e.g. planning, obtaining human subjects approval, collecting and analyzing data) alone is insufficient for demonstrating scholarly productivity, which is more appropriately objectified by the products of scholarship that contribute knowledge to a field (e.g., peer-reviewed journal articles, book chapters, professional presentations, and externally funded research grants/contracts). While the workload value of a particular scholarly product varies, their sum should be equivalent to 2-3 units of research in an academic year.

c. Professors who have maintained scholarly productivity at an annual level that would lead to promotion to Professor within a reasonable time period, and service and engagement contributions commensurate with senior faculty status, will typically be assigned a research-intensive workload of 4 teaching units, 2-3 research units, and 1-2 service units per academic year. Faculty performing 1 unit of service will be expected to engage in 3 units of research, and faculty performing high-level service that accrues to 2 service units will be expected to engage in 2 units of research. Participating in research activities (e.g. planning, obtaining human subjects approval, collecting and analyzing data) alone is insufficient for demonstrating scholarly productivity, which is more appropriately objectified by the products of scholarship that contribute knowledge to a field (e.g., peer-reviewed journal articles, book chapters, professional presentations, and externally funded research grants/contracts). While the workload value of a particular scholarly product varies, their sum should be equivalent to 2-3 units of research in an academic year.

d. Tenured faculty who have not sustained expected levels of scholarly productivity, or who voluntarily choose to reduce research activities, or who are required to teach more than four classes due to programmatic responsibilities, will typically be assigned a teaching-intensive workload of 5 to 6 teaching units, 1-2 research units, and 1-2 service units per academic year. If faculty demonstrate a resumption of research activities equivalent to 2-3 units per year, they may move back to a research intensive workload based on an assessment of the faculty member’s productivity by the Department Chair in consultation with the Dean. Other workload modifications in support of departmental or individual faculty productivity will be determined by the Department Chair, in consultation with the Dean.

e. Tenured faculty are generally expected to perform 1 unit of service, but in some instances may perform 2 units of service if approved by the Department Chair. As rank increases, the quantity, quality, and scope of service should increase accordingly. Faculty are not required to engage in all three types of service (university, professional, public service and outreach) each year. Tenured faculty are expected to demonstrate
increasing leadership in service contributions to the department, and either the college or university, with increasing breadth of involvement in professional or public service, and as such, should choose high-value service activities.

f. As part of their annual self-evaluation, tenured faculty shall include a retrospective description of the previous academic year’s productivity and accomplishments in the areas of teaching, research, and service/engagement with respect to workload distribution. In addition, the faculty member, in consultation with his/her Department Chair, will outline the specific teaching, research, and service/engagement goals and objectives for the following academic year.

IV. Procedures for Assessment/Accountability of Guidelines
As part of the annual budget preparation process in November of each year, Department Chairs will provide an update on the teaching, research, and service workloads of all faculty in their departments. This will include a description of administrative buyouts, any large class adjustments, and other modifications. It is essential that Chairs critically evaluate each faculty member’s productivity in teaching, research, and service domains as this information will provide the basis for ensuring workload guideline adherence and accountability.

V. Timeline for Implementation
These guidelines are effective for all untenured, tenure track faculty, and tenured Associate Professors and Professors during the 2018-2019 academic year.