

**FACULTY WORKLOAD POLICY**

**COLLEGE OF ENGINEERING**

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**

**Approved September 2015**

## Section A

Section 2.14 of the **Handbook of Operating Procedures (HOP)** for UTSA states that for a faculty member "the important elements of workload include classroom teaching, basic and applied research, and professional development." To align itself with this regulation, the College of Engineering has developed a workload policy that is based on time and effort spent on each of these three requirements and gives work credit accordingly. Based on the percent time to be spent on these three essential categories, each faculty member will be assigned to the following three broad tracks:

1. **Teaching Track:** 60% organized teaching; 20% research; 20% service.
2. **Balanced Track:** 40% organized teaching; 40% research; 20% service
3. **Research Track:** 30% organized teaching; 50% research; 20% service

The main features of this policy are stated below:

1. Each organized course will account for 10% of time based on a 9-month appointment or 20% of a semester-long workload.
2. Different courses may carry different loads based on factors such as laboratories, design elements, class size, *etc.* These loads will be determined *a priori* by the affiliated Department. Changes to the 20% semester-load per course can only be done in increments/decrements of 5%.
3. The percent-time spent on each activity will be assessed based on clearly stated deliverables such as number of organized classes, funded grants, number of publications, extent of service, *etc.* Details of these deliverables are provided in Section B and specifics are given in Section C of the present document.
4. The deliverables will be different for each track and academic rank (Section C).
5. The deliverables may vary by department based on the requirements of each field (Appendix A).
6. The Department Chairs, in consultation with each faculty member, will decide the initial track assigned to each faculty on the basis of his/her performance over the preceding 5 years.
7. After the initial assignment, the track for a faculty member will be decided based on his/her average performance over the preceding 3 years on a yearly basis.
8. All workload percentages will be based on a 9-month academic appointment.
9. Within each track, there will be some flexibility in terms of time/effort spent in each category with increments of 10%. Any other variations must be approved by the Department Chair and then the Dean of Engineering.

**10. This policy is meant ONLY FOR ASSIGNING WORKLOAD. The appendices contain minimum requirements for annual evaluations as determined by Faculty in each Department.**

**Section B**  
**Assessment Parameters for Each Workload Category**  
**METRICS FOR TEACHING**

To assess whether the amount of overall time spent on teaching a course and the resulting course quality are aligned with the percent of workload assigned to the course the following categories will be considered:

**1. Scores of Student Evaluations**

- Use appropriate aspects of scores from student evaluations;
- Alternatively, use course evaluations designed by a department faculty review committee

**2. Course portfolios**

***Items which should be included are the following:***

- Class size
- Syllabus
- Exams
- Homework
- Projects
- Grade distribution
- Student retention

**3. Other considerations**

***Pertinent additional aspects include the following:***

- Course level (*i.e.*, undergraduate, upperclassman, graduate)
- Lab course
- Design course
- Development of a new course
- Development of new materials for existing/revised courses
- Flexibility/Altruism in teaching assignments
- Teaching awards, etc.

The evaluation methods and relative weights for the aforementioned categories will be decided by each department for its faculty (Appendix A), however ***ALL three have to be used.***

The same level of teaching excellence and quality will be expected **of all engineering faculty irrespective of their respective rank and workload track.**

## Section B (continued)

### METRICS FOR SERVICE

To assess whether the amount of time spent on service is aligned with the percent of workload assigned to service, the following categories will be considered:

#### 1. Internal Service

- Department
  - Service on committees
  - Service on task forces
  - Service as an Undergraduate/Graduate Advisor of Record
  - Service in administrative position(s)
  - Service as a program director
  - Service on special assignments
  - Other: specify
  
- College
  - Service on committees
  - Service on task forces
  - Service in administrative position(s)
  - Service as a program director
  - Service on special assignments
  
- University
  - Service on committees
  - Service on task forces
  - Service in administrative position(s)
  - Service as a program director
  - Service on special assignments

#### 2. External Service

- Chair Sessions/Symposia at scientific meeting(s)
- Organize scientific meeting(s)
- Hold elective office in professional societies/organizations
- Hold volunteer office in professional societies/organizations
- Review scientific books/papers
- Review grant applications
- Perform other reviews (external programs, ABET, SACS, etc.)
- Deliver invited talks at conferences/symposia
- Present seminars and/or give lectures at other universities and/or companies
- Participate in outreach activities
- Be the Editor/Associate/Assistant Editor of scientific/engineering journals
- Be member of Editorial Board(s) of scientific/engineering journals
- Serve pro-bone on Advisory Boards of Universities and non-profit Organizations
- Work with on-campus student organizations and Honor Societies (as

- faculty advisor, etc.)
- Other: specify

The evaluation methods and relative weights for the above parameters will be decided by each department for its faculty (Appendix A), **however both *internal and external service must be considered.***

## Section B (continued)

### METRICS FOR RESEARCH

To assess whether research productivity reflects the percent of workload assigned to research, the following categories will be considered:

#### 1. Publications

- Full-length papers in peer-reviewed journals
- Conference Proceedings
- Books (written and edited) and book chapters
- Edited special issues of scientific/engineering journals
- Abstracts
- Reviews/Invited papers
- Technical reports
- Patents

Only accepted, in-print or published papers/reports will be considered. Submitted or in-progress publications will not be counted. Each publication will be coded as peer reviewed, editor reviewed, or no review. Each department should develop a list of top journals in pertinent disciplines. Publications can be also coded according to level of journal, conference, e.g., top level, medium level, lower level, in each engineering field. These codes will be taken into account for an assessment of the quality of publications. Appropriate codes will be developed by each engineering department.

#### 2. Funding

- Grants
  - External
  - Internal
- Contracts
- Gifts

#### 3. Presentations

- Invited speaker at Conferences
- Keynote Speaker
- Plenary Speaker
- Seminars/Lectures at other universities/institutions
- Conference oral presentations
- Conference poster presentations
- Panel Discussions

#### 4. Students/Postdoctoral Fellows

- Number of graduate students mentored as primary research advisor
- Number of graduate thesis/dissertation committees
- Number of other students mentored/advised for research-related endeavors

## **5. Awards and Honors**

- Local Awards/Honors
- Regional Awards/ Honors
- National Awards/ Honors
- International Awards/ Honors

## SECTION C

### SPECIFIC REQUIRED METRICS FOR ASSISTANT PROFESSORS

**ALL** Assistant Professors will automatically start in the “Research Track” unless there are special reasons not to do so. Any exceptions will need the Dean's approval. After the initial 2 years, professional progress will be reviewed; if metrics, as specified in Section C.1, are met then the faculty member will continue in the “Research Track” and will have workload-related metrics as specified in Section C.2. However, if the metrics (as specified in Section C.1) are NOT met, then the faculty member may be switched to the “Balanced Track” and will have workload-related metrics as outlined in Section C.3.

#### 1. First Year Appointment

##### **Teaching:**

The teaching load will be one course per long semester during the first year appointment unless there are special reasons not to do so. Any exceptions will need the Dean's approval.

##### **Research:**

###### Publications:

Over the first 2 years of their appointment in engineering at UTSA, the Assistant Professors will be expected to have completed:

- Full-length, peer-reviewed journal papers or equivalent (published or accepted);
- Abstracts/proceedings or presentations (published or accepted).

The total number and type of these publications will be defined by the department faculty review committee.

###### Grant Applications:

Over the first 2 years of their appointment in engineering at UTSA, the Assistant Professors will be expected to submit grant applications which may include federal, state, industry, etc., funding agencies. The total number and type of these grants will be defined by the department faculty review committee.

###### Undergraduate/Graduate Students:

It is expected that the Assistant Professors will mentor/supervise undergraduate/graduate students in research and will also chair and/or serve on the honors/thesis/dissertation committees of other undergraduate/graduate students.

##### **Service:**

Service on departmental-, college-, and university-level committees/task forces will be expected.

## 2. Third Year

### **Appointment After Meeting Research Track Requirements**

If at the end of the 2-year appointment the metrics outlined in Section C.1 ARE met, then the individual Assistant Professor may continue in the “Research Track” and, thence on, he/she will have to meet the following metrics on an ANNUAL basis:

#### **Teaching:**

The teaching load will be three courses per academic year.

#### **Research:**

##### Publications:

The Assistant Professors will be expected to have completed:

- Full-length, peer-reviewed journal papers or equivalent (published or accepted);
- Abstracts/proceedings or presentations (published or accepted).

The total number and type of these publications will be defined by the department faculty review committee

##### Research Funding:

Assistant Professors will be expected to submit grant applications which may include federal, state, industry, etc., funding agencies. The total number and type of these grants will be defined by the department faculty review committee.

##### Undergraduate/Graduate Students:

Be the primer supervisor/mentor undergraduate/graduate students. Continue mentoring other undergraduate/graduate students in research, chairing and/or serving on the honors/thesis/dissertation committees of other undergraduate/graduate students.

#### **Service:**

Service on departmental-, college-, and university-level committees/task forces will be expected. In addition, service in professional organizations will be expected.

### 3. Third Year

#### **Appointment After Not Meeting Requirements of Research Track**

If at the end of -the 2-year appointment the metrics outlined in Section C.1 **ARE NOT** met then the Assistant Professor will be transferred to the “Balanced Track” and, thence on, will have to meet the following metrics on an ANNUAL basis:

#### **Teaching:**

The teaching load will be four courses per academic year.

#### **Research:**

##### Publications:

The Assistant Professors will be expected to have completed:

- Full-length, peer-reviewed journal papers or equivalent (published or accepted);
- Abstracts/proceedings or presentations (published or accepted).

The total number and type of these publications will be defined by the department faculty review committee

##### Research Funding:

Assistant Professors will be expected to submit grant applications which may include federal, state, industry, etc., funding agencies. The total number and type of these grants will be defined by the department faculty review committee.

##### Undergraduate/Graduate Students:

Be the primer supervisor/mentor undergraduate/graduate students. Continue mentoring other undergraduate/graduate students in research, chairing and/or serving on the honors/thesis/dissertation committees of other undergraduate/graduate students.

#### **Service:**

Service on departmental-, college-, and university- level committees/task forces will be expected. In addition, service in professional organizations will also be expected.

#### **4. Annual Evaluation After Third Year Appointment**

If a faculty member **-DOES NOT** meet the metrics specified in Section C.3, he/she may be asked to teach additional courses at the discretion of the pertinent Department Chair.

## SECTION D

### 1 ***Minimum Teaching Load***

1. No UTSA College of Engineering faculty member, unless when holding in a full-time administrative position, will teach less than 2 organized courses per academic year; this teaching load may be modified under special circumstances as determined following special review and decision by the Dean of the College of Engineering. **This minimum requirement supersedes all other teaching load assignments.**

### 2 ***Course Buyouts***

1. Course buyouts will be allowed at a minimum of 20% of a semester salary, and only with approval of the department chair and Dean
2. Only Two course buyout per academic year will be permitted.
3. For a course buyout the expectation of research productivity will increase.
4. For the “Balanced Track”, a course buyout for research will automatically increase research-related productivity expectations proportional to the required metrics for the “Balanced Track” and “Research Track” pertinent to the respective faculty rank, respectively. Subsequently, the expectations regarding publications and student mentoring metrics will also increase in a similar fashion.
5. For the “Teaching Track”, a course buyout for research will automatically increase the research productivity expectations to an average between the required metrics for the “Teaching” and “Balanced” tracks pertinent to the respective faculty rank. Subsequently, the expectations regarding publications and student mentoring metrics will also increase in a similar fashion.

### **3 Shared Grants**

1. For grants involving several investigators, the funding will be allocated to each faculty member according to the agreement in the original proposal. Modifications must be requested by the research team to the Department Chair.

### **4 Endowed Chairs/Professors**

1. All Endowed Chairs/Professors should start their appointments in Engineering at UTSA in the “Research Track”.
2. Faculty holding Endowed Chairs will report directly to their Department Chair for purposes of workload and annual performance evaluation.

### **5 Assignment of Additional Teaching Load**

Individuals who do not meet the research/service metrics defined for the “Teaching Track” in Section C.3 may be given additional teaching responsibilities. This decision will be made by the pertinent Department Chair and the Dean of Engineering.

### **6 Obligation**

The College of Engineering and its Departments have an obligation to teach all courses required by the respective departmental curricula for timely student graduation. In order to meet this obligation, members of the engineering faculty may be occasionally assigned teaching loads higher than those specified for each track in the preceding sections of the present “Faculty Workload Policy” document.

### **7 Future Review and Revision**

The UTSA College of Engineering “Faculty Workload Policy” will be reviewed and revised (as needed) at least once every 5 years.

## **Appendix A**

The deliverables of research and service vary by department based on the requirements of each field. Attached are the specific requirements of each Department within the College of Engineering.