

COLLEGE OF AGRICULTURE AND LIFE SCIENCES OFFICE OF THE DEAN

College of Agriculture and Life Sciences
Faculty Workload Guidance
January 2022

The College of Agriculture and Life Sciences (CALS) at the University of Vermont administers faculty workloads pursuant to the Collective Bargaining Agreement (CBA) between the University of Vermont and United Academics. These guidelines provide general expectations regarding faculty workload and responsibilities within CALS in accordance with Article 16 of the CBA, which recognizes that: "Department chairpersons shall be responsible for the scheduling and assignment of all faculty under their direction, subject to the approval of the dean." The goal of these guidelines is fairness and equitable accounting for faculty workload across CALS.

CALS faculty are typically expected to contribute to the teaching mission of the University, advise students, undertake independent and/or collaborative research, and perform professional service. Accordingly, the following guidelines for determining the workloads applies to full-time faculty involved in degree-granting instruction.

I. Faculty appointments

I.A. These guidelines were developed using a nine-month, full time equivalency at 1.0 FTE. If the appointment term is a twelve-month 1.0 FTE, the "course equivalent" on the workload form should be adjusted such that the total amount of time assigned to any given course will be approximately the same. In other words, a 12-month faculty member should not be assigned 0.1 FTE in this example, because that faculty member would be assigned more total hours than the 9 month faculty member for the same course.

To do this adjustment for a 12-month faculty member, simply multiply the course FTE by 0.8.

For example, if a given 3 credit-hour course normally has 0.1 FTE for a 9-month faculty member, the adjustment for a 12-month 1.0 FTE faculty member would be:

$$0.1 \times 0.8 = 0.08 \text{ FTE}$$

II. The "typical" load for tenure-track faculty is roughly:

0.40 FTE course instruction

0.40 FTE scholarship/research in their area of expertise

0.10 FTE student advising

0.10 FTE professional service (this includes local to international service to the profession in accord with their professional expertise; or service to the university through departmental, college or university committees).

Workload assignments are the responsibility of the department chair.

III. Teaching

Teaching includes undergraduate and graduate teaching. Teaching responsibilities are included in the teaching and “other teaching responsibilities” section of the workload planning form. Typically, any FTE allocation for course preparation is included in the latter section. —please refer to the *Course Equivalency Policy*

III. Advising

III.A. Undergraduate Advising

A typical advising load in CALS varies from 10-to-35 undergraduate advisees. An assignment of 17 undergraduate students = .05 FTE. An assignment of 18-35 undergraduate students = .10. Typically, faculty do not exceed 0.15 FTE for advising except in unique situations, as determined by the chair. Please refer to the *Course Equivalency Policy*.

III.B. Graduate Advising

For each graduate student a faculty member is assigned .025-.05 depending on where the graduate student is in their program. Please refer to the *Course Equivalency Policy*.

IV. Scholarship

IV.A. General Expectations

Faculty are assigned time for scholarship with the expectation that they will conduct research that will lead to peer-reviewed publications, creative output, books or book chapters within a timeframe that is reasonable for their discipline, to make professional presentations among their peers in national/state forums or at other academic institutions, and to actively compete for/secure extramural funding (i.e., at least submit grant proposals). In general, it is difficult to conduct meaningful scholarship in the disciplines represented within CALS without extramural funding sources. However, our chairs are well aware of the exceptions (e.g. juried design competitions or pedagogical research consistent with the expectations of particular position descriptions).

All tenure track, research faculty and tenured faculty are expected to maintain a research program. If the appointment is tied to the Agricultural Experiment Station (Hatch), the faculty is expected spend at least that portion of their time on research activities. A portion of this time may be bought out by external sponsored funds. Hatch RAs may be assigned to this research appointment (see Graduate advising, above). Faculty may also be assigned a percentage of their research time on General Fund. This is determined by productivity, needs of the department, and research guidelines of the department and the Chair is responsible for the assignment of research time on a faculty workload as determined by the CBA.

IV.B. Sabbaticals

Faculty on sabbatical leave have their time assigned solely to scholarship FTE, unless they maintain some advising or committee service responsibilities while on sabbatical (unusual).

IV. C. Grant Buyouts

All reductions in assigned teaching workloads, “course buyouts,” require approval of the Dean and the Chair of the Faculty member's home Department, with advance notice prior to course scheduling for the relevant semester.

Faculty may “buy out” one or two courses per year, based on approval of the Chair and Dean. Percent “buy out” dollars should be from extramural funding and should cover the faculty member's entire course equivalent percent for that course, described above under teaching.

Approval would require enough advance notice to assure that a course can be covered by another faculty member and is at the discretion of the Chair and Dean.

Faculty cannot reduce their teaching load by more than 2 3-credit course equivalents (0.2 FTE), except under extraordinary circumstances and with approval of the Dean.

V. Service

Faculty members are expected to contribute to service activities at the department, college, university, and professional level. Percent allocation to service is determined by the chair and depends on where the faculty member is in their career, productivity in teaching, advising and research, and general needs of the department.

VI. Lecturers and Senior Lecturers

VI.A. Faculty workload

Lecturers are expected to contribute to the teaching mission of the University. Accordingly, the following normal workload applies to full-time lecturers:

A teaching load of six to eight course equivalents per year
Academic advising and/or service related to teaching

Percentages are allocated as per tenure track and tenured faculty, outlined above.

The "typical" CALS Lecturer assignment is:

0.80 FTE course assignments (typically 6 to 8 courses per year)

0.10 FTE undergraduate advising

0.10 FTE professional service (national/state service in their professional capacity; or service to departmental, college or university committees).

VI.B. Scholarship

There is no scholarship expectation of lecturers, although in some cases lecturer are engaged in scholarship. As with all other faculty workload assignments, this is determined by the Chair.

VII. DIRECTORSHIPS

Some directorships in CALS (such as the cross-college program directors) are assigned as additional duties above the 1.0 FTE workload assignment. Typically, these carry 12-month responsibilities appointed by the Dean and are compensated by a stipend. Others are incorporated within the workload assignment and are assigned an FTE.

VIII. CONTINUING EDUCATION and INTERNATIONAL COURSES TAUGHT ABROAD

Some international courses are taught on load and others off-load, with the work either as part of their workload or in addition to their 1.0 FTE, assignment, and with additional compensation from CDE or the source for international instruction. If a course is taught as part of the regular semester, it is on load.