



**College of Engineering and Mathematical Sciences
Faculty Workload and Teaching Policy
November, 2016**

The College of Engineering and Mathematical Sciences (CEMS) 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 CEMS 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 CEMS.

Tenure-track faculty are 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 tenured and tenure-track faculty:

- A 12% effort will be assigned per course equivalence. The number of courses for an individual faculty member will be determined by their research productivity. For example a teaching load of six course (72% of workload effort) equivalents per year will be assigned to a faculty member who has demonstrated little research productivity for three years. At the same time it is expected that research active faculty will qualify for course releases based on their unit’s research productivity guidelines making their teaching load between 2 and 5 courses per year.
- Undergraduate advising (2% of workload effort)
- Professional service (2 - 10% of workload effort)
- Research activities and Graduate Student Advising (remaining effort). It is expected that research active faculty will have a significantly higher percent of their workload dedicated to research due to qualifying for course releases based on their unit’s research productivity guidelines.

It is the expectation that each unit will have a number of course releases available each year and that these will be distributed to the research productive tenure track faculty according to the units research productivity guidelines. The number of releases will be determined by the Director or Chair in consultation with the Dean. The goal is to recognize, cultivate and reward achievement in an attempt to generate an upward spiral of productivity.

Probationary tenure track faculty are provided with reduced teaching loads as part of their start-up. Those reduced teaching loads would not be affected by this policy.

Lecturers and Senior Lecturers

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 eight course equivalents per year (96% of effort)
- Academic advising or service related to teaching (4% of effort)

Service related to teaching generally may include such activities as attending program and college meetings, program and college recruitment events, and working on program curriculum development. The percent of effort for lecturers may be adjusted, as appropriate, by the Director or Chair in consultation with the Dean to reflect the balance of activities.

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, preferably with advance notice prior to course scheduling for the relevant semester.

Reduction in teaching to a 3 course (9 credit) teaching assignment by buying out through the use of external funding will require that an increment of 0.12 FTE of the faculty member's 9-month salary (plus fringe) be allocated to external funds for each course that is reduced. Any reduction from a 3 course (9 credit) workload to a 2 course (6 credit) workload will require that 0.18 FTE of the faculty member's 9-month salary be allocated to external funds for that reduction. Faculty cannot reduce their teaching load below a 2 course (6 credit) teaching assignment, except under extraordinary circumstances and with approval of the Dean.