



College of Engineering and Mathematical Sciences Faculty Workload and Teaching Policy

June 2025

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.

COLLEGE OF ENGINEERING AND MATHEMATICAL SCIENCES

Dean’s Office

109 Votey Hall, 33 Colchester Avenue, Burlington, VT 05405
802-656-8413

www.uvm.edu/cems

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.

Buy-out of Faculty Academic Year Research / Teaching Time

Research Buy-outs

Mandatory buy-out - Faculty are sometimes expected to use grant money to buy out a certain portion of AY research time. Such cases usually occur for projects that have reduced or no F&A costs allowed, as this is one measure that the College uses to recover funds necessary for paying the A7 tax to the central administration. In such cases, which we call mandatory buy-out, there is no return of F&A to the faculty FRA.

Voluntary buy-out – Faculty may also request to use grant funds to buy out of AY research time, which we refer to as voluntary buy-out. In such cases, faculty who buy out of AY research time on a fully over-headed grant or contract will receive a return of 70% of their direct salary cost (i.e., not including F&A or fringe) to their Faculty Research Account (FRA), up to the FRA upper limit of \$60,000. The percentage returned will be set by fiscal year to reflect the changing nature of the University's cost pools under the Incentive Based Budgeting (IBB) model.

Teaching Buy-outs

Each faculty member is assigned a nominal teaching load based on the College's flexible workload policy. Faculty can reduce their nominal teaching load by charging 0.1 FTE of the faculty member's 9-month salary (plus fringe) to external funds for each (3 cr) course that is reduced. Faculty cannot reduce their teaching load below an annual 2 course (6 cr) teaching assignment, except under extraordinary circumstances and with approval of the Dean. All reductions in assigned teaching workloads (voluntary course buy-outs) 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.