

# **RUBENSTEIN SCHOOL OF ENVIRONMENT AND NATURAL RESOURCES WORKLOAD GUIDELINES (Teaching)**

## **Revised 14 December 2012**

The following workload guidelines for the Rubenstein School of Environment and Natural Resources are established in an effort to provide a methodology for determining, allocating and monitoring the course-related and non-course-related academic activities of the faculty and staff. These guidelines are established with the goal of making the process fair, realistic, adaptable and transparent. We will continue to revisit these guidelines on an annual basis, particularly in light of changes to the School's curriculum that are anticipated over the next several years.

The workload guidelines are based on the University standard that Full-Time faculty have a division of effort equal to 40% teaching, 40% research and 20% service unless otherwise negotiated with the Dean. The standard teaching effort is expected to equal 5 course equivalents (CE), where a standard 2 CE is equal to 90 students enrolled in a 3 credit course. Note that faculty appointments in the Rubenstein School are diverse, particularly for our lecturers and research faculty and this document does not layout all variations of faculty appointments. Within the Rubenstein School 4 CE per year will be allocated to course-related academic work (32% effort) and 1 CE per year will be allocated to non-course-related academic work (8% effort). Non-course-related academic work will be accounted for as described below.

A methodology for determining the workload associated with each course has been developed that takes into consideration the wide range of pedagogical styles and course offerings in the Rubenstein School. It is based on student-credit-hours but takes into account effort associated with encouraged pedagogy, number and size of laboratory / discussion sections, TA support, number of instructors and consistency with other similarly sized / taught courses.

### **Allocation and Tracking of Course-related Academic Work:**

Each faculty member will be expected to maintain 2 CE of academic coursework per semester averaged over 4 semesters (for semesters that the faculty is present on campus). The Associate Dean will be responsible for actively tracking course-related academic work on a semester basis, for reviewing faculty workloads to insure that University standards are being maintained in terms of course minima, course equivalents and course efficiencies and for altering course characteristics (enrollments, sections, TA support, etc) as needed. Faculty workloads will be reviewed and will be adjusted on an annual basis.

All catalogued courses having formal course number designations will be assigned a course equivalency based on credit, enrollment, laboratory / discussion sections, number of instructors and additional support. Courses will be divided into the following groups when considering course equivalencies:

- Core
- Required Program courses
  - Lecture format
  - Laboratory / Discussion format
- Special Topics courses (X85, etc.)
- Seminar and other small courses
- Honors college courses
- Graduate courses

Course equivalents for Program Courses (lecture based) and special topics courses will be determined using student credit hours. Given the School's target student faculty ratio (=540 student credit hours), our denominator for calculating course equivalents for these courses is 45 students in a 3 credit course and we will use the following formula as a general guideline:

$$1 \text{ Course equivalent} = \text{credits} * \text{enrollment} / 135.$$

To avoid accounting in 0.1 CE intervals, we will use these intervals for assigning course equivalents for three credit courses:

$$\begin{aligned} 10-14 \text{ students} &= 0.5 \text{ CE} \\ 15-29 \text{ students} &= 0.75 \text{ CE} \\ 30-60 \text{ students} &= 1.0 \text{ CE} \end{aligned}$$

Course equivalents will be assigned to Core, Required Program Courses and Program Courses with laboratory / discussion sections as directed by the Dean's office using the above formula but taking into account extenuating factors as noted above.

Please see the attached list for the course equivalents associated with given courses, in particular our large lecture courses.

### Co-teaching

In accordance with University policies, two or more instructors cannot each receive full credit for teaching the same course. Course equivalents will be distributed according to effort within the course. Co-teaching will be compensated as noted below.

### Additional Course Equivalencies

A faculty member can receive additional credit (0.25 course equivalents) for developing a course that promotes diversity or teaching a designated Service Learning class. Co-teaching can also earn an additional 0.25 course equivalents if the teaching is truly collaborative.

A faculty member can receive additional credit (0.5 course equivalents) for participating in a travel course.

A faculty member will receive 1.0 course equivalent for participating in an Honors College course.

A faculty member can receive additional credit (0.5 course equivalents) for teaching a new course – new to the faculty, new to the school or new to the University – in the first semester the faculty member teaches the course.

The maximum additional course equivalents that can be assigned is 0.5 for any course.

A graduate course will be assigned course equivalents based on the following formula:

$$1 \text{ course equivalent} = \text{credits} * \text{enrollment} / 45$$

Because this is significantly lower than what is expected based on our student faculty ratio, faculty should be teaching no more than one graduate course per year.

Adjustments for cancelled courses, non-filled courses and over-enrolled courses:

- If a course is cancelled, the lost course equivalents will be applied to the next academic year that the faculty member is teaching.
- If a course does not fill (fails to meet course minima as outlined by the Provost's office), the lost course equivalents will be applied to the next academic year. If the course does not fill (fails to meet course minima as outlined by the Provost's office) in each of two semesters it is taught, the course equivalency of the course will be re-evaluated.
- Likewise, if a course appears to be enrolling higher numbers of students in each of two semesters it is taught, the enrollment of the course and the corresponding course equivalency will be re-evaluated.

### **Allocation and Tracking of Non-Course-related Academic Work:**

Course equivalents will be credited for the following activities:

PhD students – 3 successful defenses equals 0.5 course equivalents

MS students – 6 successful defenses equals 0.5 course equivalents

Undergraduate thesis – 12 theses equals 0.5 course equivalents

Internships / Independent Projects – 24 projects equals 0.5 course equivalents

**Accounting method for Course Equivalents:**

Additional course equivalents will accumulate until 1.0 course equivalents have been amassed. At such time, a faculty member can request a reduction in workload or can repay lost course equivalents as arranged with the Associate Dean / Dean.

**Monitoring of Course Equivalents:**

The Associate Dean will be responsible for preparing and presenting to the Dean, Program Chairs and faculty, an annual summary of course-related and non-course-related activities for individual faculty, programs and the School as a whole.

Adjustments to these guidelines will be made on an annual basis as needed.

Non-typical course Course Equivalents (large lecture courses, core courses, course with labs, etc)

Core Courses		CE's
NR 1	Natural History and Field Ecology	2.5
NR2	Nature and Culture	2.0
NR 6	Race and Culture in Natural Resources (Lead)	1.0
NR 6	Race and Culture in Natural Resources (Disc)	0.5 (+ 1st yr adv)
NR 103	Ecology, Ecosystems and Environment	1.5
NR 104	Social Processes and the Environment	1.5
NR 205	Ecosystem Management	1.5
NR 206	Env. Problem Solving and Impact Assess.	2.0
NR 207	Power & Privilege in Life and Work	0.5 (each section)

#### Program Courses

ENSC 1	Introduction to Environmental Sciences	1.5
ENVS 1 / 284	Introduction to Environmental Studies	2.5 / 0.5
ENVS 2	International Environmental Studies	2.5 / 0.5
ENVS 151	Intermediate Environmental Studies	1.0
ENVS 201	Research Methods	1.0 (each section)
ENVS 202	Senior Project and Thesis (course)	0.5 (each section)

#### Lab Courses

CE's

##### 2 credits courses

FOR 121	Forest Ecology	1.0
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##### 3 credit courses

NR 143	Introduction to GIS	1.0
NR 146	Remote Sensing	1.0
ENSC 130	Global Environmental Assessment	1.5
ENSC 201	Restoration Ecology	1.5
ENSC 202	Environmental Risk Assessment	1.5
WFB 271/272	Wetland Ecology / Laboratory	1.5 (now 4 credits)

##### 4 credit courses

NR 140	Biostatistics	1.5
ENSC 160	Pollution Movement	2.0
FOR 21	Dendrology	2.0
FOR 223	Silviculture	1.5
NR 25	Measurement and Mapping	2.0
NR 250	Limnology	1.5
NR 280	Stream Ecology	1.5
WFB 161	Fisheries Biology	2.0
WFB 224	Conservation Biology	2.0
WFB 273/274	Terrestrial Wildlife (without SL)	1.5