**College of Arts + Architecture**

**Workload Policy**

(Approved 2.17.14)

**Policy Statement**

The workload of faculty in the College of Arts + Architecture consists of teaching, the production of scholarly/creative works, and service activities as defined in the *CoAA Procedures for Reappointment, Promotion, and Conferral of Permanent Tenure* and individual Department and School RPT policies.

The *UNC System Policy Manual*, Section 400.3.4, establishes the following “standard annual teaching loads” for members of the University of North Carolina System.[[1]](#footnote-1)

Research University I 4 courses (12 credit hours)

Doctoral University I 5 courses (15 credit hours) – *UNC Charlotte designation*

Masters (Comprehensive) I 6 courses (18 credit hours)

Baccalaureate (Liberal Arts) I 8 courses (24 credit hours)

Baccalaureate (Liberal Arts) II 8 courses (24 credit hours)

Thus, all full time faculty at Doctoral I universities, such as UNC Charlotte, are expected to have a normative teaching load of five courses per year. Each “course” is defined as one section with 3 credit hours of contact time. This teaching load (typically referred to as a 3/2 load) is the official baseline against which all college, department and school workload policies should be formulated.

It is appropriate for unit workload policies to reflect the culture of their individual academic disciplines and academic programs. Thus, unit polices may differentiate courses by contact hours, practicum requirements, or proficiency determinations (as needed) to define the normative expected teaching load per academic year. However, the required normative teaching load **must** be equivalent to the 3/2 teaching load referenced above.

All unit policies must also follow the criteria found in the *UNC Charlotte Academic Policy: Teaching Load*, and all unit workload policies must be approved by the CoAA Dean’s Office.

**Exceptions to the 3/2 Teaching Load**

1.) Reductions to the 3/2 teaching load requirement may be made to accommodate faculty who assume administrative roles in their unit: associate chairs/directors, area or program coordinators, and faculty positions that require management and/or upkeep of extensive inventories of equipment, extensive recruiting responsibilities, or other substantive non-teaching duties. Exceptions to the 3/2 teaching load must be clearly defined in the unit policy with regard to the required balance between teaching and service activities, and must be approved by the Dean’s Office.

2.) Increased teaching loads may be assigned to individual faculty if a unit chooses to define post-tenure faculty workloads in terms of specific categories, such as research/practice and/or teaching faculty. These categories must be clearly defined in the department or school RPT policy with regard to the required balance between scholarship/creative practices, teaching, and service activities. Any such faculty workload definitions must also be articulated within the context of the *CoAA Procedures for* *Reappointment, Promotion, and Conferral of Permanent Trenue.*

**Additional Criteria**

It is recognized that a faculty member’s research and/or professional/creative development activities may require them to spend time off campus during the semester (at times on a recurring basis). However, the University and College have the expectation that all faculty members will be available to attend required meetings or other activities that are scheduled during normal university, college, and department operating hours.[[2]](#footnote-2) Faculty contracts also include the period immediately preceding and following the fall and spring semesters (August 15th – May 15th), thus faculty must be available for meetings that may be scheduled prior to the start or after the end of classes for each semester.[[3]](#footnote-3)

Additionally, as is stated in the *UNC Charlotte Faculty Handbook*: “Faculty members are expected to schedule sufficient regular office hours for consultation with students in their classes, with advisees, and colleagues; provision should also be made to accommodate student schedules.”

Finally, the nature of much of the work undertaken by faculty in the CoAA involves working in collaboration with colleagues within individual departments and in collaborative projects that extend across units within the college, across the university, and in the community. Therefore the ability to fully participate and work effectively in collaborative settings is an expected attribute of all CoAA faculty: i.e. attending scheduled meetings, being a productive team member and/or team leader (as needed), meeting deadlines, and respecting the “Culture Statement” approved by the College Faculty Council.

1. The UNC Policy Manual, 400.3.4 “Monitoring Faculty Teaching Workloads.” [↑](#footnote-ref-1)
2. Note: “Normative” operating hours are defined as those hours associated with the workload and culture of a given academic unit. [↑](#footnote-ref-2)
3. Note: the only days faculty are not required to be available are days when the university is officially closed, i.e. specific holidays, the break between the Fall and Spring semester, etc. [↑](#footnote-ref-3)