Procedure Title:	Guideline Implementation Checklist
Associated Policy:	06.027 Academic Workload

ITDS Workload Equity and Guidelines Document

Effective Date: [09/01/2025]   **Review Date:** [03/05/2025]

1. Introduction

- This document addresses Section F of UNT's 06.027 Academic Workload policy.

- It also clarifies the implementation of the G. Brint Ryan College of Business Faculty Workload Assignment Guidelines, specifically as they apply to the ITDS department. These guidelines are available on the college's "O" drive at O:\1 - ITDS\Policies & Documents\ITDS Workload Policies\ITDS Faculty Workload Guidelines.

- Ensuring workload equity is essential for a fair and transparent academic environment.

- This document establishes workload guidelines to promote: a. Clear communication of workload expectations and b. Equitable access to workload assignments.

- This document provides a framework for balancing teaching, research, service, and administrative responsibilities to meet the workload needs of the department and college, and promote and facilitate the success of our department's faculty. This framework is designed to accommodate the varying contractual obligations of faculty members, considering differences in appointment types, career stages, workload expectations, and institutional roles.

2. Governing Principles

The workload guidelines are based on the following principles:

- Full-time faculty members in the Ryan College of Business are classified under AACSB standards as participating, meaning that they play a meaningful role in the governance and activities of the College.

- Teaching loads are commensurate with faculty classification, research assignments, and productivity. All tenure-track and clinical faculty members must have a research assignment consistent with their rank and skills.

- Faculty performance evaluation stems from the workload assignment. The assignment should be provided to the Department Personnel Affairs Committee (PAC) for evaluation. Evaluation scores must consider both the quality of outcomes and the percentage of time assigned to generate the work submitted for review.

- At least some service/administration should be part of the assignment. Using the percentage of time philosophy, a 10% service load during both (long) semesters equates to an average of four

hours per week throughout the academic year. Other service percentages can be interpreted using this 10% equivalency.

3. Unit-Specific Definitions

- **Faculty Classification** – Faculty members in the ITDS department are classified based on their roles, including Tenure-Track (TT), Tenured (T), Professional/Clinical, and Lecturer positions, each with distinct workload expectations.

- **Teaching Activities –** Teaching comprises various courses assigned to a faculty member each academic year and other teaching-related activities.

- **Research Activities** – Research comprises publications in FT50/UTD/Premier journals, journals in the ABDC journal list, and publications in conference proceedings or other outlets, such as books or reports. Pedagogical articles also fall under these activities. External or internal funded research activity is also included. The scholarly requirement of faculty is based on their rank and appointment type. Research productivity also determines the teaching load.

- **Service Activities** – Service comprises active participation in administrative assignments, committee assignments, and coordination of activities at the university, college, and departmental levels. It also includes participation and support in all aspects of the department's degree programs and Ph.D. program, as well as contributions to the profession such as journal reviewing and conference organization.

- **Workload Assignment** – The formal distribution of a faculty member's effort across teaching, research, and service/administration, expressed as a percentage (e.g., 50% teaching, 40% research, 10% service).

4. Standard/Minimum Work Expectations

Workload expectations are set for all faculty members based on rank and career stage. These expectations outline standard or typical workloads while allowing flexibility through coordination with the department chairperson. Faculty members must allocate a minimum workload of 10% in each category - teaching, research, and service. Faculty workload assignments should be proportional to an assigned standard full-time equivalency (FTE) benchmark.

The standard or typical workload distributions by rank are as follows:

- **Lecturer:** 80% teaching, 20% service.
- **Professional/Clinical Faculty:** 60% teaching, 10-20% research, 20-30% service.
- **Tenure-Track (Pre-Tenure):** 40% teaching, 50% research, 10% service.
- **Tenured Faculty:** 30-40% teaching, 40-60% research, 10-20% service.

Procedure Title:	Guideline Implementation Checklist
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5. Annual Workload Establishment Process

The goal of the workload assignment process is to facilitate a collegial discussion between the Department Chair and faculty member at least once per academic year. However, ideally, this should be ongoing. Faculty workload assignments will be agreed upon annually after the annual faculty evaluation, but no later than the beginning of the Fall semester using the following structured process:

1. Faculty submit workload preferences to the Department Chair.
2. The Department Chair reviews workload submissions and drafts initial assignments.
3. Faculty discuss their assignments with the Department Chair and sign a workload agreement form.
4. A faculty member who disagrees with the assignment may appeal to the RCOBA Dean/Associate Dean within ten business days of the Department Chair's assignment, following a discussion with the Chair. If the issue remains unresolved, the University faculty grievance process may be followed.
5. Any workload modifications must be requested and reviewed formally with the Department Chair.

6. Promotion and Tenure Standards and Workload Consistency

Workload procedures should guide an individual's annual performance evaluation according to a faculty member's rank and career stage. Workload procedures should ensure faculty members engage in their workload assignments appropriately and within acceptable performance parameters. Workload policy does not replace the formal assessment of a faculty member's expected performance with respect to midyear review, contract renewal, tenure, promotion, or post-tenure review. The academic unit's promotion and tenure standards can be accessed on the college's "O" drive: [O:\1 - ITDS\Policies & Documents].

7. Annual Review Guidelines and Workload Consistency

Workload guidelines must be aligned with faculty annual review processes. Departmental evaluation criteria should clearly define performance expectations based on a faculty member's assigned workload distribution. In teaching, workload percentages correspond to the number of courses taught, with each course generally representing 10% of the workload, subject to adjustments by the department chair. Research expectations are outlined based on rank and career stage, while service contributions are also evaluated accordingly.

Annual reviews must ensure that faculty meet the College guidelines for classification as a Scholarly Academic or Scholarly Practitioner as defined in the "Criteria for Establishing Qualifications of Faculty" document. Faculty who lose Scholarly Academic or Scholarly Practitioner status must develop a workload plan in coordination with their chair to regain academic qualification.

Procedure Title:	Guideline Implementation Checklist
Associated Policy:	06.027 Academic Workload

The academic unit's annual review standards can be accessed: [O:\1 - ITDS\Policies & Documents].

8. Workload Assignments and Faculty Compliance

The department will provide each faculty member with a signed copy of the workload agreement, signed by both the faculty member and the Department Chair. Workload agreements will be discussed after the faculty member's annual evaluation. At the beginning of the academic year, workload information on activities of each faculty each faculty's teaching, research, and service activities will be posted on the college's "O" drive. These assignments will be available at O:\1 - ITDS\Policies & Documents\ITDS Workload Policies\ITDS Faculty Workload Assignments. The College recognizes that workloads fluctuate throughout the academic year and that time and effort distribution may vary. However, the annual workload should, on average, align with the assigned percentage allocations. Faculty are expected to adhere to their assigned workload and communicate any deviations to the department chair.