

Workload Guidelines for Lecturer Faculty

College of Liberal Arts

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The following guidelines were developed to comply with article 12.2.1 of the UNHLU Collective Bargaining Agreement (CBA) and in recognition that each college has particular characteristics that must be acknowledged when appropriate workload is determined. College guidelines supplement, rather than supersede, the CBA. Because of the inherent difficulty in quantifying work and comparing effort in an academic environment—a challenge that is compounded by the College of Liberal Arts' size, complexity, diversity, and culture—the college's guidelines are offered in the form of a statement of general guiding principles.

The primary goal of this document is to ensure that all lecturer faculty members in COLA have a clear understanding of their workload during the forthcoming academic year, and that this workload is balanced, equitable, reasonable, and commensurate with their FTE appointment. Faculty members can be most effective only if there is reasonable flexibility in determining the manner in which they carry out their responsibilities. Individual workload assignments shall be defined through consultation between the department chair or program coordinator and the

faculty member. The goal of this consultation is to arrive at a workload deemed equitable and reasonable by both parties. This includes equity in course distribution. These guidelines also affirm the importance of the teaching and service performed by lecturer faculty in the college, attempt to address long-standing imbalances in the workload of lecturer faculty, and are designed to foster a culture of inclusivity, transparency, and fairness. No lecturer faculty member should be asked, expected, or required to perform duties and assignments that exceed their assigned workload, with occasional exceptions, in which case such added work will be compensated.

Since lecturers are members of the faculty, college guidelines on teaching workload must be consistent with expectations and norms for their tenure-track colleagues, particularly at the department level. (Note: For a program such as ESL, which has no tenure-track faculty, a prompt and comprehensive program review will be conducted). In other words, the same standards for determining what constitutes a course within a department should apply both to tenure track faculty and to lecturer faculty. If a department adjusts workload for a tenure track faculty member based on prior agreement that an assigned course requires effort that plainly exceeds the normal effort required for a standard course, it must also do so for a lecturer faculty member teaching a comparable course. When considering at what point the effort required “plainly exceeds the normal effort required for a standard course” (12.2.1), the department chair or program coordinator, in consultation with the faculty member, will consider factors such as the following: class size, contact hours, level, and attributes such as Writing Intensive. As the goal is a balanced and equitable workload for all faculty, beyond considering the effort required for individual courses, overall workload should take into account the faculty member’s number of course preparations and class schedule. Department Chairs will be cognizant of the occasional necessary course assignment that represents an outlier status as a result of uncommonly high work demands. This course assignment may merit an equivalence of greater than one unit of teaching and thus be addressed through modification of other teaching, PSA, and/or SAS expectations to create a composite workload that is fair and equitable.

The discussion of practices for faculty workload assignment within a department must actively include lecturer faculty as fully participating members. This process may vary by department.

UNH lecturer faculty appointments consist of a mix of Teaching Units and Professional & Service Activities (PSA), and in some cases may also include Substantive Administrative Service (SAS). Workload is established by the chair, after discussion with the faculty member and with the approval of the Dean, in accordance with the provisions of the UNHLU Collective Bargaining Agreement. While the bulk of a lecturer faculty member’s workload is normally assigned by the chair, certain duties such as serving on the Lecturer Faculty Council, Faculty Senate, Executive Committee of UNHLU-AAUP, or Negotiating Team, are elected or appointed positions and will also be recognized as fulfilling COLA workload requirements.

Lecturer faculty are expected to perform one unit of PSA, which should be equivalent to the effort required to teach one course. Service may vary at the individual level within departments and over time, but all departments have a broad understanding of what constitutes too much, appropriate, or too little service. as indicated in annual and promotion reviews.

Because the college is so diverse, and program needs so particular and changing, lecturer faculty members necessarily perform different sorts of work. Sections 12.4.2 and 12.4.3 of the CBA recognize this diversity by listing a large number of tasks among the multiple duties that lecturer faculty members are currently performing and can be expected to perform as part of their Professional and Service Activities (PSA) and/or Substantial Administrative Service (SAS); the CBA notes that the list of duties under each heading is not exhaustive. These lists can be used in discussion with Chairs and Program Coordinators to determine current service and assess eligibility for 1.0 FTE. Given how widely varied the teaching and service duties that lecturer faculty members perform are or might be, it is not possible or desirable for college-level guidelines to anticipate each eventuality that might arise. Nor can guidelines at this over-arching level define or prescribe exactly what acceptable workloads in individual departments and programs might be. Rather, their broad purpose is to ensure that equity, clarity, accountability, and overall balance are paramount principles that must inform all decisions about workload. To that end, chairs, with the approval of the dean, are expected to ensure that the PSA and/or SAS duties of each faculty member are balanced, reasonable, fair, explicit, and equitable. If it is determined that a lecturer faculty member's workload is excessive, whether as a result of discussions with the individual, during the annual review discussed in section 13.3, or during a formal workload review as specified in section 12.2.2, the chair, with the dean's approval, will pursue one of the following options: (a) reduce the faculty member's workload, (b) adjust their teaching load, or (c) change their FTE appointment. Any adjustment in lecturer faculty workload must be consistent with the expectations contained in the CBA and with the institutional norms of the college and the lecturer faculty member's individual program or department.

PSA and SAS activities that are not established through consultation with the chair and approved by the Dean, but rather carried out at the faculty member's own discretion, will not fulfill COLA workload requirements. Compensation for courses taught with college approval during the summer and J Terms is based on the UNHLU faculty summer rate schedule.

Lecturer faculty do not have responsibility to undertake research during the AY, and therefore research is not an assigned workload component.

This document will be subject to review as needed.