

Admin proposal 9-30-20 Faculty Workload

15.5 The Administration recognizes the central fact, common to all institutions of higher education, that, generally, one (1) hour of scheduled instruction by a faculty member requires several hours of instruction-related work that takes place outside the classroom. This includes preparation and ongoing revision of teaching material, remaining professionally up to date, as well as being available to students both through scheduled office hours and other methods of student-faculty contact. These activities are expected of all faculty members and are taken into account in the assignment of instructional workloads.

15.6 The regularly-scheduled instructional workload as described in Sections 15.1 through 15.5 may include such nonscheduled instruction as the supervision of internships, fieldwork, dissertations and theses, external degree contracts and competencies, honors projects, independent study programs, instruction in special programs and direction and/or coordination of laboratories and/or multi-sectional courses. In accordance with past practice and procedures, certain faculty members may be involved in pre-college programs, continuing and adult education, and summer session activities as a part of their basic instructional workload.

Insert new and renumber

15.7 The normal teaching assignment for tenure-stream faculty at UMass Boston is six courses per year, typically arranged as three courses per semester. For research-active faculty, the normal teaching load is reduced to two courses per semester, as long as they remain research-active.

15.7.1 Probationary pre-tenure tenure-stream faculty shall be deemed research-active throughout their probationary period.

15.7.2 Tenured faculty will maintain a 2-2 teaching load as long as they remain research-active in accordance with the provisions of section 15.8 and 15.9 below..

15.8. The criteria by which tenured faculty qualify to maintain research-active status in a particular department or other academic unit will be determined, subject to the approval of the dean, by the Department (or unit) Personnel Committee, posted, and communicated to all faculty in the department/unit.

15.9. Tenured faculty will be evaluated by each Department/unit Personnel Committee (DPC), department chair, and dean on an annual basis, as part of the regular Annual Faculty Report process, to determine if they have met the criteria for research-active status in the year being evaluated. The designations to be used for the AFR reviews shall be: Exceeds, Meets, or Does Not Meet Expectations for research-active status. Any faculty who receive a final designation of "Does Not Meet Expectations" in research/scholarship through the AFR process will maintain their designation as research-active and remain at a 2-2 teaching load for one (1) additional year, to allow them opportunity to improve their designation. A tenured faculty member who receives an AFR designation of "Does Not Meet Expectations" for two years in a row shall revert to a 3-3 teaching load as of the spring semester immediately following the AFR review. A faculty member who has reverted to a 3-3 teaching load shall stay at that load unless or until the DPC, ratified by the department chair and dean, finds them again to "Meet Expectations" for research-active status. A tenured faculty

member who moves from a designation of “Does Not Meet Expectations” to “Meets Expectations” will be moved to a 2-2 teaching load as of the spring semester immediately following the AFR review.

15.10. At the discretion of and with the approval of their dean, and in accordance with the limits and provisions of this Agreement, individual colleges/academic units and/or departments may adopt more detailed workload agreements.

15.711 A faculty member shall be assigned courses to teach in his/her area(s) of expertise as much as possible. An individual faculty member's rank, status and seniority shall not be the

15.812 The Administration recognizes the contribution that can be made by the faculty regarding the development of faculty teaching schedules. Accordingly, within assigned section and space allocations, faculty teaching schedules shall be developed at the department/program level in accordance with procedures established within said department/program and subject to the approval of the department chair, where applicable. These procedures shall insure that each affected faculty member shall have prior and reasonable consultation regarding his/her schedule. These schedules shall then be submitted to the appropriate Dean or designee for approval. If the Dean or designee wishes to revise the schedule developed by the department/program: (a) an opportunity will be provided for discussion with the department chair; and (b) reasons shall be provided and they shall not be arbitrary or capricious.

15.913 In determining instructional workloads, the faculty member's research commitment, service contributions and prior instructional workload shall be taken into account to determine whether these warrant adjustment of instructional workload.

15.104 Faculty members on active appointment are expected to participate in: (a) student orientation, (b) advising, and (c) commencement.

15.115 During the first week of classes, each faculty member shall, in each course taught, provide a copy of his or her syllabus to his or her department chair and all students in the course.

15.16 During the summer period, faculty on nine (9)-month contracts are required to communicate by email, phone, or video conference, without additional compensation, to:

- 1.1. Promptly respond to reasonable work-related communications from the University (which requires active monitoring of their university email accounts); and***
- 1.2. Be reasonably available to promptly respond to and be involved in the grade grievance procedure, academic review process, other inquiries or investigations related to students, faculty, or staff; and communications from their student advisees; and***
- 1.3. Promptly respond to or forward to their Department Chair (if applicable) and Dean any communication from students, including without limitation student requests for leaves of absence or waivers of requirement, allegations of misconduct, and grade disputes.***

2. Email. The University sends important information by email to faculty members' University email addresses. All faculty must check their University email accounts on a regular basis and must use their University email accounts for purposes of conducting University business, including all communication with students.