

Department of Ancient Mediterranean Studies and Archaeology
Faculty Workload Policy
Approved by AMSA Faculty 22 October, 2024

This policy aligns with the UNC System Policy on Faculty Workload and the UNCG Policy on Faculty Workload that states that University of North Carolina at Greensboro's mission is to "redefine the public research university for the twenty-first century as an inclusive, collaborative, and responsive institution making a difference in the lives of students and the communities it serves." Faculty members are one of the cornerstones of this institutional mission and contribute to it through various work activities, as recognized in the UNC System Policy on Faculty Workload (400.3.4). These activities may include teaching, mentoring, and advising; research and creative activities; community engagement; directed professional activities; and institutional, professional, and public service. This policy reverts to the CAS policy for any topic not covered here.

Faculty Workload

In this policy, workload will be expressed in three percentages (Research, Teaching, Service), determined at the department/program level. These categories align with how a faculty member is evaluated during annual reviews and in future opportunities for promotion. As teaching and instruction are the central responsibility and critical base of the UNC System, teaching shall serve as the first component when determining faculty workload assignments. A full teaching load is assumed to be 24 credit hours per year, which typically equals 4 courses per semester (4/4 teaching load or 8 courses/year i.e., 80% of a faculty member's workload). Many factors may play a legitimate role in assigning faculty work that would allow a differentiated workload (i.e., a shift from the 4/4 teaching model). Differentiated Workload refers to the practice of assigning differential levels of teaching, research and creative activities, and service workload to individual faculty members based on the specific needs of the department, college, and university. (See System Policy 400.3.4's explanation of differential teaching loads.)

Tenured and tenured track (TT) faculty have a contractual obligation to teach, research, and do service. The normal workload will be divided into 60:20:20. This means that TT faculty will commit 60% to teaching (6 3 credit classes) a year, commit 20% of their time to research, and 20% to service. To ensure equity, a TT faculty member may have their teaching adjusted if they are conducting, organizing, and leading a study abroad program in the summer.

Professional Track Faculty workload will normally be divided into 80:20, i.e., teach 8 classes per year and commit 20% of their time to service.

Faculty are expected to engage in collaborative discussion with the department head about the workload needs of the department, school, or program. The head holds responsibility and authority for the issuance of faculty workload assignments, subject to review and approval by the Dean. The workload of the head will be set by the Dean in consultation with the head.

Teaching

Unless otherwise agreed with the department head, 60 – 80% of all faculty's time will be dedicated to teaching. Teaching writ large includes, but is not limited to, teaching in organized courses, mentoring students, supervising honors theses, academic advising, office hours as per

university policy, instructional development efforts (such as developing materials for a new course, updating materials for an existing course, developing courseware and other materials for technology-based instruction), supervision of internships, curriculum and program development, and frequent and in-person formal and informal interaction with students and colleagues. To ensure equity, a faculty member may have their teaching adjusted if they supervise 5 honors theses.

Teaching and instruction are the central responsibility and critical base of the UNC System, and we are a student-facing and student-centered department. Furthermore, all research points that both formal and informal interaction with students lead to greater student success in terms of confidence, engagement, a sense of belonging, and increased graduation rates. We as a department pride ourselves on leaning into student success. We also pride ourselves on our collegiality and working together for the greater good of the department. Therefore, unless otherwise agreed with the department head, during the 9-month contract period when school is in session, all faculty are normally expected to be in the department and available to students and colleagues at least 4 workdays a week for 6 consecutive hours between 9am and 5pm, which covers the times when most students are on campus. This does not exclude people doing service and research in the department during these times, but faculty must be available to continue to ensure student and departmental success. On days and times outside these hours when faculty are working from home during the workday, they must be available to answer emails, engage in departmental discussion and meet with students and colleagues. Faculty must inform the department head and administrative assistant if traveling or canceling class for any reason.

Teaching will be evaluated in conjunction with the Teaching Effectiveness Policy.

In line with the Teaching Effectiveness Policy, teaching will be reviewed via three mechanisms: 1) student evaluations, 2) peer observations, and 3) self-reflection. If a faculty member does not meet expectations in their teaching, a Faculty Success Plan must be created for that faculty member to establish the steps necessary for improvement (see the UNCG Teaching Effectiveness Policy for details).

Research

Unless otherwise agreed with the department head, 20 % of TT time will be dedicated to research and scholarship. These include but are not limited to writing articles, monographs, book chapters, editing volumes, writing book reviews, translations, commentaries, creating and curating research databases, preparing and participating in juried art exhibits, directing centers and institutes devoted to research, scholarship, or creative activity, conducting field research, applying for internal and/or external funding, conducting externally funded research, presenting research or other scholarly work at meetings, traveling for research or other scholarship, and disseminating findings and other scholarly products to the public and other scholars. Most, if not all, of this work must be peer-reviewed.

Research and service will be assessed in relation to the goals that were set by and for the faculty when the annual workload policy was signed. If a faculty member does not meet expectations in their research and service, workload percentages may be adjusted accordingly to ensure equity and success. In most normal circumstances any adjustments to percentage distributions will take place on a three-year cycle of assessment, i.e., if a faculty member does not meet expectations three years in a row their percentages will be adjusted to lower the amount dedicated to research and increase the amount dedicated to teaching, usually by 10%. A lowered research goal will be

outlined for the succeeding year. If this lowered goal is met, then the percentage load will change again and the faculty member will revert to 60:20 (teaching and research).

Service

Unless otherwise agreed with the department head, all full-time faculty will dedicate 20% of their time to routine service. Service includes, but is not limited to, serving on departmental committees and the department committee as a whole, mentoring new faculty, daily interaction with and support of students, attending department events, faculty liaison to department/program student societies, departmental outreach events, serving on college, university, community-engaged, and professional committees or boards, attending departmental and university graduation ceremonies and events, peer evaluations and assessment, annual review and tenure and promotion committees, community-engaged activity, supervising internships and undergraduate research, and professional service – reviewing other programs, others' research, serving on editorial boards, serving as an officer of a professional organization, etc. Department and College needs normally should be prioritized over other service obligations.

Service in special leadership/administrative (service-intensive) roles will be included in workload allocations of effort. These roles include but are not limited to serving as department head (20%), director of an academic program (10%), director of Undergraduate Studies (10%), chair of a major college or university committee (usually decided by the college/university), and chair or president of a large, professional national or international organization.

Faculty responsibilities during off-contract periods

Teaching assignments and other faculty activities that are conducted during the academic year shall normally be completed during the faculty member's contractual period (e.g., the 9-month or greater period under contract). When circumstances prevent faculty from completing assignments during the contract period, faculty must address any outstanding responsibilities in a timely manner. In many cases, the assignment must be completed during the faculty member's off-contract period, such as the summer months or during academic year break periods. An example may include resolving incomplete grade assignments. Faculty must also be available for communication regarding these matters, if necessary, during the non-contract period. Faculty are also expected to respond within a reasonable time to their supervisor and/or Dean, in person or via electronic means, including on those rare occasions when communications during off contract periods are deemed essential to the academic year work of the department, school, program, academic unit, or institution. These essential communications would be time-sensitive and pertain to the faculty member's University duties or expectations.

No entitlement. Nothing in this workload policy shall create entitlement to workload adjustments for any faculty member.