

Workload Document & Table

Preface

The workload document of the department is geared to maintain objectives that are synergistic with goals of the Department's Long-Range-Planning (OGSM) document and our collective goal of being a department in the top 50 of the NSF rankings. Specifically, these are to:

- *Ensure that our courses are taught and the department functions successfully.*
- *Recognize the contribution of all faculty members in all areas of the tripartite mission.*
- *Reflect the fact we are a research organization.*

This document accomplishes this goal by separating work contributions into *Teaching*, *Research*, and *Service*. A point range is used to establish the effort and time commitment required for these activities. The Head's office will continue to collect, approve and disseminate workload reports. The workload report will provide the basis for the workload units calculated for each faculty member by the Head's office. The Head will meet annually with each faculty member to discuss their calculated workload units (this meeting could coincide with faculty members' annual review). The workload document is to be used as a factor in the measure of a faculty member's overall contribution to the departmental goals. A faculty member must earn at least 24 workload units to be considered fully contributing to the departmental mission. Faculty members who do not meet the minimum requirement of 24 units will be assigned additional responsibilities at the discretion of the Head.

Membership in the faculty carries both benefits and responsibilities. All members of the faculty are expected to meet some inherent service expectations. These include, but are not limited to, attending faculty meetings, attending RPT meetings (if appropriate), and attending departmental colloquia. Points are not assigned for these basic service expectations but not meeting these expectations can lead to workload units being subtracted from the faculty member's total.

The point scores should consist of rolling three-year averages to account for fluctuations based on, for example, grant periods ending before renewals are established or graduate student turnover.

In order to maintain the relevance of the document and have it reflect the department's mission, the workload document will be updated at least every five years to be synergistic with updates to the departmental OGSM plan and the department's reappointment, promotion and tenure document.

WORKLOAD TABLE (with appended comments)

Teaching¹

<i>Description</i>	<i>Unit Range</i>	<i>Minimum Units²</i>
3-Credit course ³	3 units/course ⁴	3

1) The workload description for teaching has been left purposefully nebulous to allow the Head of the department to make strategic decisions regarding levels (service, major, graduate), type (lab/lecture), contribution (team taught/solo), and projected effort (new course creation/new course for Instructor/existing course) of teaching.

2) This number has been put in place such that all faculty members are expected to teach at least the equivalent of a three-credit course in any given academic year; the Head of the department is exempt from this mandate.

3) A three-credit course is selected as the base level in the quarter system; this can be adjusted as needed under the semester calendar.

4) For courses that do not have 3 credit hours, a direct ratio should be used.

Research¹

<i>Description</i>	<i>Unit Range</i>
Securing of extramural funding	0.5-5.0 units/grant
Applying for extramural funding	0.5-2.5 units/grant
Publishing	1-5/publication ²
Invited Talks ³	0.2-0.5 units/talk
Supervision of graduate students	1.0 units/graduate student
Supervision of undergraduate researchers.	0.2 unit/UG (0.5/UG if no grad students or post-docs in group)
Supervision of post-doctoral fellows	1.0 units/post-doc
Major Awards (External and Internal) ⁴	Sliding scale ⁵
Major reviewing responsibilities ⁶	0.5

- 1) Research is defined as any scholarly activities that lead to significant discoveries, including but not limited to the areas of chemistry or chemical education.
- 2) We recognize the difference between peer-reviewed literature and secondary literature as well as differences between these categories. For example *Science* and *Nature* articles are different from publishing in very low impact factor journals, similarly, a conference proceeding is very different from an invited review or – at the extreme – a new text book. We therefore propose to allow room for the faculty member and Head of department to make such distinctions rationally.
- 3) “Invited Talks” encompass both invited talks at conferences and at other institutions (academic and corporate). However, we do not include “recruiting talks” solicited by faculty members.
- 4) While it could be argued that receiving an award required no additional effort by the recipient faculty member, we feel that promotion of the department in terms of national recognition (*ACS Fellow* for example) merits inclusion in this document.
- 5) Due to the diversity and prestige of awards (international, national, university and college) the assignment of units in this category is left to the discretion of the Department Head
- 6) “Major reviewing responsibilities” include NSF and NIH proposal review panels. Whether this should be expanded to advisory boards for institutions etc. should be decided by the Head of the department.

Service to the Department and University

<i>Description</i>	<i>Unit Range</i>
Department Head	15
Undergraduate Director	4
Graduate Director	4
Assistant Department Head ¹	4
Chair of a major committee ²	1.5/committee chaired
Chair of minor committee ³	0.5-1.0/committee chaired
Departmental committee	0.5/ committee
Graduate Student committee ⁴	0.5/committee
A&S or University committee	Sliding scale ⁶
Major outside professional commitment ⁵	Sliding scale ⁷

- 1) We are assuming that the Department Head assigns an activity level equal to that of Undergraduate or Graduate Director to the Assistant Head. If this is not the case this line can obviously be altered.
- 2) “Major” committees as defined by the Head of department, but we anticipate these including Search committees, Graduate Admissions etc.
- 3) “Minor” committee as defined by the Head of the department.
- 4) These are not to include the faculty member’s own graduate student committees.
- 5) Major outside professional commitments includes serving for the ACS, for example.
- 6) College and University committees vary in significance and time commitment, therefore units for this activity will be left to the discretion of the Department Head.
- 7) Various professional commitments exist with a variety of responsibilities and recognition, therefore units in this section will be decided by the Department Head.

Pre-tenure Workload Unit allocation¹

<i>Description</i>	<i>Units</i>
Pre-tenured faculty	6.0

- 1) We have allocated 6.0 units to tenure-track faculty to reflect their reduced service loads and teaching release.