

Department of Psychology
University of Cincinnati

POLICY ON FACULTY DUTIES AND RESPONSIBILITIES
“WORKLOAD”

Adopted by Psychology Faculty: November 1, 1994

Revised: Jan. 30, 1995, Feb. 10, 1998, Apr. 14, 1998, Oct. 11, 2005, February 28, 2008

The Department of Psychology at the University of Cincinnati embraces a broad mission that is appropriate for a major urban research institution. The faculty is committed to ongoing scholarly activities, undergraduate and graduate education, public service, and university governance. Hence, a broad range of activities composes the workload of departmental faculty. Individual (as opposed to classroom) instruction, clinical, research and teaching supervision, the development and maintenance of a program of research, seeking outside funding for research and/or training, administering grants, contracts and departmental programs, service to the community and to the profession, professional development, and university governance are all activities that make contributions to the collective work of our department. All of these activities are aspects of workload.

Our workload policy is a total workload policy. That is, in the Department of Psychology, “workload” (i.e. TOTAL contribution to the University and beyond) is not synonymous with “credit hour instruction.” We teach and carry out our other responsibilities to the university, region, state, nation and world in many ways. Formal classroom teaching is only one of the ways that we serve.

Workload is only one part of annual faculty performance review and distinct from the reappointment, promotion and tenure (RPT) process of the Department. The workload policy is designed to ensure the equitable distribution of **duties** across the faculty in our efforts to meet collective departmental responsibilities. The policy does not address the quality or merit of the work performed. Considerations of quality and merit are incorporated into annual performance reviews and RPT.

Teaching assignments, teaching loads, supervision, advising, service to the community and to the institution must be responsive to the curricular needs, enrollment demands, and organizational needs of the department.

Workload Review

A workload report is completed annually by all faculty members and reflects activities completed the prior calendar year. This report summarizes activities within each of the components of workload (as described below). A Faculty Workload Review Committee evaluates the workload report of each faculty member. The committee consists of three full-time faculty members who serve a one-year term. All full-time faculty (excluding individuals with joint appointments and AAUP-represented adjuncts) are expected to

serve on the Workload Committee on a rotating basis, in alphabetical order of the faculty members' last names. Faculty who are on sabbatical at the time that they are due to serve on the Committee have a choice between serving during their sabbatical or waiting until the following year to serve. New faculty will not serve until they have been in the department for at least one year. The Department Head and members of the faculty who are in full-time administrative positions are excluded from service on the Committee.

The Committee reviews each faculty workload report using the guidelines contained in this policy document and makes a decision as to whether or not each report shows documentation of workload that is sufficient in amount and in breadth across required domains of effort (e.g., presence of work in professional development and citizenship). The Committee then communicates to the Department Head whether a given faculty member's workload is found to be sufficient or insufficient. The Department Head is charged with developing a plan (in consultation with the faculty member) that will result in an equitable adjustment of workload. The workload plan will be drafted by either the head or the faculty member, and will be edited and signed by the faculty member and the Department Head or his/her designee. If the two parties disagree about the content of the workload plan, a letter that outlines the differences may be appended to the original document. The workload plan is part of the performance review document prepared annually for each faculty member.

Each faculty member's workload report is available for inspection by members of the Psychology Department.

Determining Workload

The minimum workload of a faculty member is 12 course-equivalent units per reporting period. Activities in the categories of citizenship, professional development, administration, instruction, research and service each contribute to a faculty member's workload. It is anticipated that faculty members will vary considerably with respect to the distribution of their activities across these workload categories. Activities in the categories of both Citizenship and Professional Development are required of all faculty members. The workload units earned for various activities are provided below. In many cases, a range of values is given. The greater the activity within an area, the more credit earned up to the maximum (as indicated).

A. Citizenship (1 unit per year, required of all faculty)

This component of workload includes:

- Attending general faculty meetings and RPT meetings (as appropriate)
- Participating on at least two departmental committees, advising student groups, or performing equivalent departmental service

- Complying with requests to submit data and annual reports of professional activities
- Student advising (for example, responding to student inquiries, informal student career counseling, serving on graduate student training committees)

B. Professional Development (1 unit per year, required of all faculty)

This component of workload includes professional development activities within the domains of instruction, research, service or administration. **The examples below are minimums that would earn a faculty member annual credit for professional development.** The list is not exhaustive, and is intended to provide some guidance regarding the level of activity that would meet the 1.0 unit professional development expectation. Credit can be accumulated across the instruction, research, service and administrative categories so that (for example) attending two lectures in one domain and one in another count toward three lectures, and thereby meets the minimum professional development workload requirement.

Examples of Professional Development Activities

Instruction

- Attend three short lectures/workshops on teaching practice, assessment, curriculum development.
- Complete a half-day or longer workshop on teaching practice, assessment, curriculum development.
- Attend regional/national/international meeting focused on improvement of instruction

Research

- Attend three colloquia related to research and scholarship
- Complete half-day or longer workshop on new techniques, methods, approaches to research
- Attend regional/national/international meetings focused on one's area of research
- Complete workshops and courses that facilitate development of research funding for one's scholarship

Service

- Attend three short lectures/workshops focusing on development of service skills or initiatives
- Complete a half-day or longer workshop on service related activities
- Attend regional/national/international meeting focused on service projects

Administration

- Attend three short lectures on administrative skill development

- Complete half-day or longer workshops on administrative and management skills
- Attend regional/national/international meetings focused on administrative skills

C. Departmental Administration (2 to 9 units per year)

Activity	Workload Credit
Department Head	9 units per year
Graduate Program Director	5 units per year
Undergraduate Program Director	4 units per year
Experimental Program Director	3 units per year
Research Director	2 units per year
Director of Psychology Clinic	2 units per year
Clinical Program Director	5 units per year

D. Clinical Faculty Membership

<p>The required duties of a clinical faculty member include:</p> <ul style="list-style-type: none"> • Attending all Clinical Faculty meetings • Participating in Clinical Faculty committee work and activities • Assisting with Clinical admissions and requests for program information • Serving on Clinical MQE committees • Assisting with mock interviews for internship applicants 	0.5 units per year
--	--------------------

E. Instruction (Minimum of 1.0 to maximum of 10 workload unit credits per year) All faculty have a minimum of 1.0 credit of instructional workload.

Activity	Workload Credit	Comment
3 credit course	1.0 unit per course	Courses with greater than or fewer than 3 credits pro-rated at this rate
Clinical supervision of placements or practica	Up to 1.5 units	2 advisees per quarter counts for 0.5 units
Course development for a new course or new course delivery method	Up to 1.0 units per year	0.25 units per course
Individualized instruction including independent study, readings, MQE committees, tutoring, honors contracts	Up to 0.5 units per year	3 students per quarter for the entire year counts 0.5 units
Mentoring colleagues or graduate students in instruction or other professional skills	Up to 1.0 unit per year	3 mentees/ quarter for the entire year counts as 0.5 units
Service as a committee member (not chair) on master's thesis and dissertation committees or as a graduate student's co-mentor	Up to 1.0 unit per year	
Primary mentor of a graduate student	Up to 2.0 units per year	2 students count for 1.0 units
Supervision/training of undergraduate and graduate students as teaching assistants, research assistants, in service learning or in learning communities	Up to 0.5 units per year	Supervising 12 students counts for 0.25 units per year

F. Research (0 to 9 units per year)

Activity	Workload Credit	Comment
Set up of research infrastructure for new faculty member	Up to 5 units per year	
Active grant seeking as evidenced by submission of grant proposals	Up to 1 unit per year	Submission of three external grants for \$100,000 each counts as 1 unit
Writing and publishing books, manuscripts, reviews, technical reports; making professional presentations, filing for patents or preparing other marketable materials	Up to 3 units per year	Publishing the equivalent of 2 refereed articles per year counts as 1.0 unit
Maintaining an active program of research as evidenced by participation as an investigator on funded grant proposals, supervision of research assistants, active data collection and analysis, IRB submissions or collaborative research relationships	Up to 3 units per year	
Release time buy-outs for research related activities	Up to 9 units per year (from 0 to 75%)	

G. Service (in addition to departmental citizenship service)

Activity	Workload Credit	Comment
Service on college, university, state, national, or international committees or reviewing bodies	Up to 2 units per year	Service on 3 “typical” committees would count as 0.5 units per year, with additional credit for more time-consuming committee work
Serving as an officer for a professional organization that requires a substantial time commitment	Up to 1 unit per year	
Extraordinary service (e.g., APA president, Chair of APA Committee on Accreditation)	Up to 12 units per year	
Unpaid community service related to one’s faculty role	Up to 1 unit per year	Leading a major university initiative with a community partner would count as 0.5 units per year
Reviewing for professional journals	Up to 0.25 units per year	Reviewing an average of two articles per month for a year counts 0.25 units
Editorial duties requiring a substantial time commitment	Up to 1 unit per year	Associate editor of a major journal would count as 0.5 units
Editor-in-chief of a major journal	Up to 3 units per year	
Service activities as a paid consultant (excluding payment for editorial activities)	0 units	