

## School of Mathematical and Statistical Sciences Bylaws

### POLICY 09: BASELINE WORKLOADS AND WORKLOAD EQUIVALENCIES

#### A. Purpose and scope of this policy

1. This policy defines objective metric-based equivalencies for satisfying the assigned teaching, research, and service workloads.
2. The faculty publication record is assessed using a 5-academic-year rolling window, and service is assessed using a 2-academic-year rolling window.
3. The policy also defines the procedures for handling the annual faculty workload proposals.
4. To provide resources for revenue sharing with faculty and academic units and for investing in teaching and research, the policy provides appropriate workload equivalencies for being the PI or co-PI of teaching, research, and service external grants, and for the teaching preparation necessary for new online or blended courses.

#### B. Equivalencies towards teaching workload

1. One lower-level undergraduate 3 credit hour course accounts for 10% teaching workload,
2. One upper-level undergraduate 3-credit hour course accounts for 12% teaching workload,
3. One M.S. or Ph. D. level graduate 3-credit hour accounts for 15% teaching workload,
4. For a large course section, these equivalencies are increased depending on the number of students on census day. For classes that have at least 60 students, the base workload is multiplied by a factor of 1.1. For each additional 10 students, the factor is increased by 0.1, up to a maximum of 1.5 for 100 students. Thereafter, for each additional 25 students, the factor is increased by 0.1 to a maximum factor of 2 for 225 or more students.
5. For each ITV class, faculty may be given additional teaching workload credit, up to a maximum of 5%, which shall be negotiated with the School Director and approved by the Dean.
6. Being the main advisor of a Ph.D. dissertation shall account for 5% teaching workload per semester, including Summer semesters, to an annual maximum of 10% per Ph.D. dissertation.
7. Being the main advisor of an M.S. thesis shall account for 2.5% teaching workload per semester, including Summer semesters, to an annual maximum of 5% per M.S. thesis.
8. Teaching an undergraduate independent study course<sup>1</sup> shall account for 1% teaching workload per undergraduate student up to a maximum of 10% per semester.
9. Teaching a graduate independent study course<sup>2</sup> shall account for 3% teaching workload per graduate student up to a maximum of 15% per semester.
10. Being PI in a funded or continuing external teaching grant shall account for 10% teaching workload per semester (Fall and Spring). This equivalency shall be subject to approval of the

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<sup>1</sup> Undergraduate independent study courses include MATH 4390 (Math Project), MATH 4391 (Research Experience in Math), STAT 4390 (Statistics Project).

<sup>2</sup> Graduate independent study courses include MATH 6390 (Internship), 6391 (Master's Project).

School Director and Dean. If it is not approved, then it will be counted as an equivalency towards satisfying the research workload.

11. Being co-PI in a funded or continuing external teaching grant shall account for 5% teaching workload per semester (Fall and Spring). This equivalency shall be subject to approval of the School Director and Dean, who may also deem it appropriate to increase the equivalency up to 10% teaching workload per semester when the co-PI contribution to the grant is as substantial as that of the PI. If it is not approved, then it will be counted as an equivalency towards satisfying the research workload.
12. Newly-hired tenure-track faculty shall be credited 10% teaching workload per semester (Fall and Spring) for teaching preparation during the first academic year.
13. Faculty that prepare an online or blended course that they will teach for the first time during their stay at UTRGV shall be credited 10% teaching workload. At the discretion of the School Director and with approval by the Dean, a teaching equivalence from 5% up to 10% teaching workload may be granted for substantial effort in preparing a face-to-face course that a faculty member will teach for the first time.
14. An appropriate teaching equivalency may be granted temporarily if assigned classes do not materialize because of insufficient enrollment and when additional classes or other academic duties cannot be assigned to the faculty member. This exception may be granted for two consecutive long-term semesters only for any particular faculty member.
15. An appropriate teaching equivalency will be granted to a faculty member that is the recipient of an external grant in which teaching buyout has been explicitly allocated to the grant's budget.
16. When more than one faculty member participates in the instruction of a single course, the credit is proportioned according to the effort expended.
17. With the exception of tenured faculty that have a 100% administration workload assignment, every faculty member will teach at least one organized undergraduate or graduate course per academic year.

**C. Baseline research workload**

1. A nascent research program, as evidenced by presentations, or submission of papers to refereed journals or conference proceedings, or submission of external grants, or a book under contract, or research-related software development, or other research-related works over a period of 5 academic years (includes the current academic year) shall satisfy a 10% baseline research workload.
2. An active research program, as evidenced by at least one of the following over a period of 5 academic years (includes the current academic year) shall account for 20% baseline research workload.
  - a. 2 peer-reviewed publications (published or accepted) in journals or conference proceedings or book chapter, or
  - b. 1 book authored or co-authored (not edited)
3. An active research program, as evidenced by at least one of the following over a period of 5 academic years (includes the current academic year) shall account for a 30% baseline research workload:

- a. 3 peer-reviewed publications (published or accepted) in journals or conference proceedings, or
- b. 1 peer-reviewed publication (published or accepted) in journals or conference proceedings and 1 book authored or co-authored (not edited)

**D. Equivalencies towards research workload**

In addition to the baseline research workload achieved the following equivalencies are added towards satisfying the research workload assignment:

1. Being PI in a funded or continuing external research grant during the current academic year shall account for 10% research workload per semester (Fall and Spring).
2. Being co-PI in a funded or continuing external research grant during the current academic year shall account for 5% research workload per semester (Fall and Spring). The School Director, with approval by the Dean, may increase this equivalency up to 10% research workload per semester, when the co-PI contribution to the grant is as substantial as that of the PI.
3. If a faculty member already meets the baseline requirements for 30% baseline research workload then each additional peer-reviewed publication over a period of 5 academic years (includes the current academic year) shall account for a 5% research workload equivalence up to an annual maximum of 20%.

**E. Baseline service workload**

1. Two service contributions per year over a period of 2 academic years (includes the current academic year) in School, or College, or University service, or in professional service, or in community service shall account for a baseline 10% service appointment.
2. Four service contributions per year over a period of 2 academic years (includes the current academic year) in School, or College, or University service, or in professional service, or in community service shall account for a baseline 20% service appointment.
3. In the above, leadership or substantial participation (with justification) in some service contribution shall be counted as a double contribution.

**F. Equivalencies towards service workload**

In addition to the baseline service workload achieved, the following equivalencies are added towards satisfying the service workload assignment:

1. Membership in the University Tenure and Promotion Committee, or Chairing the School Tenure and Promotion Committee, or the School Full Professor Committee, or a Search Committee shall account for 10% service workload per academic year.
2. Being PI in a funded or continuing external service grant during the current academic year shall account for 10% service workload per semester (Fall and Spring).
3. Being co-PI in a funded or continuing external service grant during the current academic year shall account for 5% service workload per semester (Fall and Spring). The School Director, with approval by the Dean, may increase this equivalency up to 10% service workload per semester, when the co-PI contribution to the grant is as substantial as that of the PI.

## **G. Overtime Compensation**

1. The definitions given in this policy are used to determine the contributions in teaching, research, and service that can be applied towards satisfying a faculty member's assigned workload distribution, solely for the purpose of making decisions about adjustment of assigned workload in subsequent years.
2. A faculty member with contributions in research/service that exceed the assigned research/service workload is not eligible to receive overtime compensation.
3. A faculty member with contributions in teaching that exceed the assigned workload is eligible to receive overtime compensation if the excess workload in teaching is greater or equal than 10%. Workload not compensated by overtime compensation, will be banked and may be redeemed in subsequent years, as per policy 08.

## **H. Procedures**

1. Each academic year, every faculty member shall submit a workload distribution proposal for the next academic year, by an appropriate deadline. Attached to the proposal will be documentation of research contributions during the previous 5 academic years, documentation of service contributions during the previous 2 academic years, and documentation of teaching contributions during the previous 1 academic year.
2. The faculty member reserves the right to submit an updated workload proposal by the end of the current academic year, in order to include new workload contributions in the areas of teaching, research, or service, between the submission deadline and the end of the current academic year.
3. The School Director will either approve the workload proposal, in accordance with these bylaws, or reject the proposal and propose one or several alternative workload distributions that can be approved instead. In the latter case the faculty member may either accept one of the proposed alternatives, or within 10 business days request a meeting with the School Director to negotiate an agreed workload. If an agreement is reached, then a revised workload proposal will be forwarded to the Dean for approval. If an agreement is not reached, then the faculty member will submit an appeal to the School Director's decision within 10 business days after the meeting, and the appeal along with a response by the School Director shall be forwarded to the Dean.
4. Disputes that may arise during the implementation of the School of Mathematical and Statistical Sciences workload policy can be also addressed via the UTRGV grievance policy<sup>3</sup>

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<sup>3</sup> See UTRGV HOP ADM 06-111