

DEPARTMENT OF POLITICAL SCIENCE**WORKLOAD POLICY**

Purpose. The purpose of the Department of Political Science Workload Policy is to provide guidelines for implementing the UTRGV Workload Policy that:

- ensure a fair and transparent distribution of workload among individual members of the Department,
- facilitate the Department's transition to a workload distribution consistent with the University of Texas Rio Grande Valley's goal of becoming an emerging research institution, and,
- operationalize *UTRGV Handbook of Operating Procedures* Section ADM 06-106, par. 5, which identifies the primary duties of faculty members as follows:
 - Faculty members are required to provide students with a syllabus, and to post it online, and this syllabus must include the faculty member's office number and office hours, email, and other contact information" (ADM 06-106 5.a.i.1).
 - Faculty are expected to be accessible to their students outside the classroom (physical or virtual) via email, telephone and office hours (ADM 06-106 5.a.iii.1).
 - The teaching schedule and office hours shall be posted outside each faculty office or in the Learning Management System and be available in the department office. Faculty members are to be available to students during the posted office hours (ADM 06-106 5.a.iii.2).

Reference Course (Definitions): Faculty are expected to teach courses in a manner that is pedagogically appropriate in order to meet the course objectives and student learning outcomes as defined by the faculty member in accordance with state mandates (where applicable).

For the purposes of this Workload Policy, the term "reference course" shall be defined as follows in the Department of Political Science:

- Class size minimums:
 - For all undergraduate courses, the minimum number of students will be 10 (on the 20th Census day).
 - The minimum for all graduate courses shall be 6 students.
- Class size maximums:
 - 59 students for POLS 2305/2306.
 - 35 students for Gateway to Political Science and all undergraduate upper-division courses.
 - 15 students for graduate courses.

Standard Teaching Load and Reduced Teaching Load. The standard teaching load is 3 reference courses per semester for tenured and tenure track faculty and 4 reference courses per semester for lecturers and tenured faculty on the teaching track. An individual's teaching load may be distributed asymmetrically across the academic year (e.g., 4 reference courses + 2 reference courses).

It is understood that any reduction in teaching workload below the standard teaching load, as measured by the number of reference courses offered by a faculty member, must be justified by a corresponding increase in expected scholarship or service, and documentation that such expectations have been realized in a reasonable amount of time as agreed in each faculty member's annual Workload Effort Plan. The Chair may authorize a reduction in teaching workload below the standard teaching load to the extent possible, if a faculty member is engaged in at least one of the following activities:

- Paper accepted for presentation at a regional, national, or international scholarly conference,¹
- Writing a grant proposal of at least \$20,000,
- Managing a grant-funded external research project that will result in scholarly papers and journal articles,²
- Manuscript has received a revise and resubmit or conditional acceptance from a scholarly journal,³
- Invitation to contribute a chapter to an edited book to be published by a bona fide university press or commercial press (as defined in the Department's evaluation standards and criteria),⁴
- Original book project, preferably under contract with a bona fide university press or commercial publisher (as defined in the Department's evaluation standards and criteria),⁵
- Edited book project, preferably under contract with a bona fide university press or commercial publisher (as defined in the Department's evaluation standards and criteria),⁶
- Externally funded applied or translational research project that will result in a white paper, policy report, or other publicly available format (e.g., poll results),⁷
- New course development, especially the development of new online courses or course sections to be approved by the Center for Online Teaching and Training (COLTT) within six months and to be offered to students within one year.

Reconfiguration of Teaching Workload

It is understood and agreed that reductions in teaching workload below the standard teaching load cannot interfere with the Department's ability to deliver its undergraduate and graduate degrees and that the

¹ Must provide copy of acceptance letter or official program to department chair when available.

² Must provide copy of grant award letter to department chair.

³ Must provide copy of revise and resubmit or conditional acceptance letter to department chair.

⁴ Must provide copy of invitation letter from publisher or editor to department chair.

⁵ Must provide copy of contract to department chair and/or produce evidence of at least one completed chapter per semester and preferably evidence that these chapters are also being presented as conference papers on an on-going basis.

⁶ Must provide copy of contract to department chair and/or produce evidence of progress toward completion each semester.

⁷ Must provide copy of funding letter from project sponsor to department chair.

ability to implement teaching workload reductions below the standard teaching load will require the Department to offer multiple large sections of POLS 2305/06 each semester.

This goal can also be realized by reconfiguring an instructor's teaching load through a combination of large (60+ enrollment) and super-large (120+ enrollment) undergraduate sections with support from instructional coaches or graduate assistants.

Faculty on Teaching Track

University policy allows tenured faculty members the option of being evaluated on a Teaching Track, rather than a Research Track as long as they teach the equivalent of four reference courses per semester. Teaching Track faculty are still evaluated in Research/Scholarship, but can meet expectations for the purpose of merit evaluations by accumulating the required number of Activity Points from the list of Research/Scholarship activities (i.e., 10 points to meet expectations and 14 points to exceed expectations). However, an individual cannot meet expectations for purposes of promotion to Full Professor without the minimum number of scholarly publications required by the department's evaluation standard.

Office Hours

Faculty members in the Department of Political Science shall be physically and/or virtually available and accessible to students for a minimum of one (1) office hour for every 3 credit hours taught per semester.

For face-to-face courses, and for reduced seating or blended courses, the faculty member shall be physically available and accessible to students in their assigned office during posted office hours for their face-to-face and reduced seating/blended courses. The faculty member shall also be available and accessible to students by electronic mail and telephone during posted office hours for face-to-face and reduced seating/blended courses.

For online courses, the faculty member shall be available and accessible to students by electronic mail, telephone, Zoom or other videoconferencing systems during their posted office hours for their online courses.

Faculty members are expected to answer course-related electronic mail received from students via a UTRGV email address, and respond to telephone messages received from students on their UTRGV telephone number within 48 hours under normal circumstances, excluding weekends, holidays, and official breaks.

Faculty should submit their posted office hours to the Department of Political Science Administrative Assistant(s) no later than the first day of class each semester.

Teaching Workload Weights & Equivalencies. The following factors are to be consider when determining the weight of a course to workload:

Graduate Level Instruction: One semester credit hour of graduate level instruction will be considered the equivalent of one and one half semester credit hours of undergraduate instruction.

Statistical Laboratory Instruction: One contact hour of instruction of regularly scheduled laboratory for each week of a long-term semester will be considered the equivalent of one semester credit hour of undergraduate instruction.

Class Sizes: Workload credit may be proportionally increased for exceeding the reference course size according to the following weighing factors:

POLS 2305/06	POLS 2470/4370	Other UG	Grad	Factor
59 or less	25 or less	35 or less	15 or less	1.0
60 – 69	26-28	36-40	16-18	1.1
70 – 79	29-30	41-45	19-21	1.2
80 - 89	31-32	46-50	22-25	1.3
90 - 99	33-34	51-55	26-29	1.4
100 - 124	35	56 or more	30 or more	1.5
125 - 149	36			1.6
150 - 174	37			1.7
175 - 199	38			1.8
200 - 249	39			1.9
250 or more	40			2.0

The following are instructional activities that carry equivalency to teaching courses and should be considered when determining faculty teaching workload:

Supervision: Supervision of interns shall be credited such that 12 total student semester credit hours taught will be considered the equivalent of one semester credit hour. [i.e., 4 three-hour interns = 1 SCH and 12 three-hour interns = 3 SCH or 1 reference course].

Honors Program, Individual Course Instruction, and Individual Undergraduate Research Projects: Supervision of student practicum and individual instruction courses, such as honors programs and individual research projects, shall provide equivalency at the rate of one-tenth semester credit hour for each student semester hour of undergraduate instruction and one-fifth semester hour for each student semester hour of graduate instruction per long-term semester. In no case will individual instruction in a single course generate more semester credit hour equivalence than if the course was taught as a regularly scheduled, organized course.

Thesis or Dissertation Supervision: Graduate thesis or dissertation supervision shall provide equivalent credit hours only to the chairperson of the thesis or dissertation committee at the rate of one semester credit hour for each six total student semester hours of thesis research credit and at the rate of one semester credit hour for each three total student semester hours of dissertation credit.

Coordination of Courses: A faculty member who coordinates several sections of a single course shall be given one semester hour of workload credit for each six sections coordinated up to a maximum of three semester hours of credit per semester.

Minimum Teaching Load

It is understood and agreed that no tenured or tenure-track faculty member shall teach less than 4 reference courses per academic year during regular sessions, regardless of accumulated workload

equivalencies, unless additional teaching reductions are the result of a grant buy-out or administrative assignment.

Laboratory sections shall count as 1 reference course for purposes of calculating the minimum teaching load.

Adopted by Department February 8, 2019.