

UMKC-SICE Workload Policy

updated March 2003 (v 2.2)

The minimum academic workload requirement for tenure/tenure track/non-tenure faculty members under UMKC and U.M. System policies is 18 credits per academic year (Fall and Winter Semesters), including individual instructions¹. The basic method of generating workload credit is by teaching organized courses. There is no maximum limit on workload, and the “average” number of workload credits earned by a tenure/tenure track faculty member is expected to exceed the minimum significantly. Within SICE all faculty members are expected to teach, advise undergraduate and graduate students, serve on committees and perform research/scholarship activities in their chosen fields of concentration. In each of these areas there is a minimum expectation given in the policy, and the sum over all areas must satisfy the workload policy. Not everything can or should be covered in a policy such as this. For example, chairing an international conference (especially if you can get it to come to Kansas City) would be a major boost to SICE’s name recognition and something the school should support, the same can be said for serving as a Program Chair of a major conference. Hence, the dean will address all cases of activity which have unusual positive benefit for SICE and UMKC on a case by case basis.

As a young, evolving unit in a urban university, SICE operates in a very competitive environment. To foster faculty recruitment, faculty retention, and the securing of externally funded research in SICE in this competitive environment, SICE is adopting a workload policy that complies with the UMKC and UM System Workload Guidelines and provides the flexibility for SICE to carry out its mission.

Independent of the number of workload credits generated by other means, each regular faculty member in SICE working under a fulltime (100% FTE) appointment is required to teach at least one normal, “organized” lecture course per semester. At least one of these courses will be an undergraduate course, unless special permission is obtained from the Division Head and the Dean of SICE. Independent study instruction does not qualify as “organized” lecture courses.

Other elements of the policy are summarized below:

- (1) Workload credit for all classes will be adjusted to include a factor for class size. This adjustment is intended to achieve an average of 360 SCH per faculty member per academic year while acknowledging the existence of a minimum effort needed for any class. The workload credit for a regular class will be as follows:

¹ This refers to the current policy, not the recently proposed policy which is still under discussion.

- a) To 10 students: 0.07 per SCH
 - b) 11 to 60 students²: 0.04 per SCH
 - c) Above 61 we assume the additional GTAs limits the effort to no more than is required at 60, hence no additional credit is awarded
 - d) The dean may for short periods of time increase SCH credit for classes with low enrollment to assist a program in the startup phase, this condition will not last more than two years.
- (2) Workload credit will awarded to the supervision of master or doctoral dissertation registered research hours, at the rate of .25 credits per SCH of research to a max of 30 hours per year.
 - (3) In order to reward and encourage the successful pursuit of externally funded research, workload credit will be granted at the rate of one credit per \$25,000/year of external research grant funding. These credits will be divided among co-PI's of a grant if appropriate. For example, if a single faculty member receives a \$200,000 grant for a two-year period, the faculty member will receive four workload credits for each of those two years. "Gifts-in-kind" of material/equipment and funding generated from co-op programs will not receive workload credit under this paragraph.
 - (4) All faculty will be involved in advising of undergraduate and MS (or pre-plan) graduate students³ on an equitable basis. Credit for advising will accrue at rate of one credit per 15 undergraduate/MS students advised. No faculty member will have fewer than 10 undergraduate/MS students to advise.
 - (5) For serving on various school level and divisional committee and/or for other professional development such as P.E/F.E. exam preparation faculty will receive 1 credit per year. In addition service on certain committees requires unusual burdens, and for these additional credit will be given; Currently, P&T, Computer Ops and CS Grad Admissions will all receive 1 extra credit.
 - (6) Professional student organizations (ASCE, ACM, SWE, IEEE, MSPE, etc.) of SICE are integral to our desire to recruit and retain students. These organizations also serve to showcase the various degree programs of SICE and build external recognition of our programs. Therefore, faculty involvement and commitment to these groups is essential. Credit for faculty involvement in student organizations can vary between 0 and 3 credits depending on the number of students groups the faculty advises, level of effort and annual activities of the student organization. Division heads will assess faculty activities with student groups during annual review; in general, the following guidelines will be used:

² for any students over 10 (i.e. 0.07 per SCH for the first ten students).

³ No dual credit for being thesis/dissertation advisor

- (a) In general credit can only be claimed for “active” student groups. Active groups are defined as groups that meet on average once a month, and demonstrate external activities (i.e. having regular guest speakers at meetings, participating in community service projects, participation in engineering week activities, representing the school at conferences and competitions, etc.).
 - (b) Faculty can receive 0.5 credits/group to a maximum of 1.5 credits per year.
 - (c) Faculty advisors of student groups participating regional competition will receive 1.5 credits. If the team is invited to a national competition the faculty receives 2 credits and if the team places in the top 10 at nationals the faculty will receive 3 credits. These credits cannot be combined with item (b) noted above and are on an annual basis.
- (7) Faculty involvement recruiting and retention is expected and is critical to the success of our academic programs. As part of the workload policy, all faculty are expected to demonstrate activity in recruiting and retention efforts. The expected baseline level of effort of all faculty is participation in open house activities, accompanying the student service officer to at least one recruiting visit/academic year, supervision of student tutors/mentors, implementing a successful retention program or serving as a faculty mentor to freshman/sophomore students. The baseline level of activity may be modified by the dean and/or division leaders. Up to one credit can be earned for recruiting/retention efforts greater than the expected baseline effort or for efforts that have a measurable positive increase in student population or retention.
- (8) The administration reserves the right to alter this Workload Policy as issues of equity and financial soundness may in the future require.

The following are clarifications to the policy:

- (a) Independent Study (directed reading) counts as 0.07 credits per SCH for graduate instruction and 0.07 credits per SCH for undergraduate instruction for a maximum of 12 SCH/year.
- (b) As presented, this plan does not directly reward faculty supervising graduate students in the summer; to offset this, we will carry credits from thesis, dissertation and research hours into the following academic year ONLY if the faculty does supervision during the summer and is not remunerated by school’s fund.
- (c) Where full-time faculty members are paid partially from a source of funds other than the “Faculty Salaries” line item, the minimum teaching load shall be made proportional to the percentage of salary paid from the appropriations item, “Faculty Salaries.”
- (d) VU courses are treated as any other courses under this policy.

- (e) Program Coordinators for the undergraduate/MS programs will receive 3 credits per year for this service.
- (f) A tenure-track faculty will have the following workload in the first two years of appointment: (i) for assistant professor on tenure-track, two courses per year in each of the first two years of his/her appointment, (ii) for associate professor on tenure-track, two courses the first year and three courses the second year, (iii) for full professor on tenure-track, three courses the first year and then regular load thereafter. For associate or full professor coming in on tenure-track and with funding (from day one), credits for research funds as described earlier in the document can be accrued.
- (g) For a faculty who joins SICE as a tenured faculty, the regular workload will be used.
- (h) Full-time, non-regular faculty will have higher organized teaching loads, the requirement is to be 24 credit hours per year.
- (i) New course preparation will get credit as follows:
 - A non-regular full-time faculty may get 3 credits per year for development of a complete new course and/or for significant change in the content for an existing course.
 - A tenured faculty may get 1.5 credits for every new course development.
 - A tenure-track regular faculty may not get any additional credits during his/her probationary period.

Credit Accumulation:

Credits may not be accumulated and carried over to another year. However, the division heads may award credit in future years to offset various overload situations which arise in a current year. These awards require the approval of the dean.