

PAUL COLLEGE LECTURERS WORKLOAD POLICY

Approved on December 21, 2015

In general Lecturer workload policy is defined by the Collective Bargaining Agreement (CBA) entered into by the University of New Hampshire Lecturer's Union (UNHLU-AAUP) and the University System of New Hampshire (USNH) Board of Trustees effective July 1, 2014 through June 30, 2017. This document is intended to add clarity to these policies as they apply to the Peter T. Paul College of Business and Economics (PCBE); it is explicitly not intended to alter or replace any policy set forth in the CBA. In cases of conflicting policy, the CBA will be used to resolve the policy.

PCBE Lecturer Faculty workload typically comprises two primary components: teaching and professional and service activities (PSA). In addition, it is recognized that Lecturers may want to assume a larger role in promoting and supporting the University and Paul College faculty and students, and that such roles may not be adequately defined or recognized within the two primary components. Such activities are categorized as "substantial administrative support" (SAS).

Lecturers must be included in departmental discussions of workload policies. Policies in place at the time of this agreement must be reviewed in the same manner, with inclusion of Lecturer Faculty in the discussion of such policies.

1. Sections, Enrollments and Teaching Assistants

1.1. Any guidelines for determining what counts as a course for determining teaching loads for tenure-track faculty will also apply to Lecturer Faculty.

1.2. There will be one set of enrollment caps that applies to Lecturers, Tenure Track, and Tenured Faculty. The caps will apply to all sections of the same course number except for sections which have caps set based on university designations (e.g. writing intensive) or special college designations (e.g., honors).

1.3. There will be one set of guidelines for how teaching assistants and grading assistants are assigned that applies to Lecturers, Tenure Track, and Tenured faculty.

2. Balanced Workload

2.1. It is the responsibility of the department chair to ensure that all Lecturers have a reasonably balanced workload. For example, the assignment of courses that require greater than typical teaching effort due to enrollment size, required pedagogy, recitations, labs, or course content may be offset by the assignment of other courses requiring less than typical teaching effort or the Lecturer otherwise compensated for the extra teaching effort. It is acknowledged that such workload balancing is imprecise and that what is expected is a best effort to reach what an informed third party would consider a reasonable workload.

2.2. Individual Lecturer faculty shall be consulted by the department chair during the assignment of their workload and provide deliberate, substantive input into the resultant assignment. The chair will have the final authority to assign teaching loads.

2.3. The discussion of policies for faculty workload assignment within a department must actively include Lecturer Faculty as participating members of the department. Policies in place at the time of this agreement must be reviewed in the same manner, with inclusion of Lecturer Faculty in the discussions.

2.4. If Lecturers believe their workload is unreasonably balanced, they may appeal to the Dean or her/his designee.

2.5. If the result of the Dean review does not address the perceived workload imbalance, the Lecturer may follow the grievance process outlined in the CBA.

3. Professional and Service Activities (PSA)

3.1. The one unit of PSA required for all Lecturer faculty will include maintaining faculty qualifications for AACSB according to the Paul College Faculty Qualifications Policy and activities supporting students and colleagues.

3.2. The College will establish an annual fund of \$20,000 in addition to the College's portion of the university's Lecturers Professional Development Fund to support travel costs, conference/workshop fees, and other reasonable expenses related to Lecturers maintaining their faculty qualifications. This budget will be managed by the Dean's Office and will be revised if it is determined that the level of support for maintaining Lecturer faculty qualifications is inappropriate. An annual accounting of fund expenditures will be provided to the Lecturers.

3.3. By January 22, 2016 the faculty qualifications activities and point values applicable to Lecturers will be reviewed and revisions proposed as needed to ensure an equitable level of effort needed for qualification by all Lecturers. Lecturers are to be fully participating members of the review and revision process inclusive of the approval of activities and point values. The proposed changes will be presented to the Executive Committee on January 27, 2016 and to the faculty meeting on January 29, 2016.

3.4. In some circumstances, a Lecturer may require additional PSA for faculty qualifications and/or support of students and colleagues. A request for additional PSA for that purpose must be made to the department chair subject to approval by the Dean or her/his designee.

3.5. If Lecturers believe their request for additional PSA was unfairly denied, they may follow the grievance process outlined in the CBA.

4. Substantial Administrative Service (SAS)

4.1. Lecturer faculty shall receive the same course load reductions and/or stipends that Tenure Track and Tenured faculty receive for administrative or leadership roles.

4.2. The list of SAS activities listed in 12.4.3 of the UNHLU CBA is illustrative and not exhaustive.

4.3. The awarding of units of SAS will be made by the department chair in active consultation with the Lecturer in the same manner as that of Tenure Track and Tenured faculty and approved by the Dean or his/her designee.

4.3.1. In order to receive a unit of SAS, the cumulative hours of SAS activities must approximate the hours typically needed to teach a course.

4.3.2. A half unit of SAS awarded in the form of a stipend equal to 50% of an overload course payment may be made at the chair's discretion, in active consultation with the Lecturer, subject to the approval of the Dean or her/his designee.

4.3.3. If Lecturers do not believe their units of SAS are appropriately evaluated, they may follow the grievance process outlined in the CBA.