Allied Health Sciences
Workload (from School bylaws)

4.2 Faculty Teaching Load Guidelines
Each department may specify teaching load guidelines in accordance with the unique aspects of department or program. The guidelines must be in accordance with teaching guidelines and expectations of the School and University.

4.2.1 Reassignment. Full time faculty members who have reassignments as part of their normal work load can receive full consideration for merit, with appropriate adjustments made to normal expectations resulting from the reassignment.
I. INTRODUCTION
   A. General Policy Statement

   1. The distribution of workload assignments for a tenure-track academic faculty member will reflect the mission and priorities of the University, the College of Business (COB), and the goals and needs of that faculty member’s governing Unit. All workload assignments shall be consistent with the UNLV Workload Assignment Policy and Guidelines, the applicable sections of the Board of Regents’ Handbook, and the bylaws of the University, as well as the bylaws of the faculty member’s governing Units. Each faculty member’s workload will reflect an agreed-upon allocation of activity in the areas of teaching, research, and service. All faculty members must pursue excellence in generating, transmitting, applying, and preserving knowledge.

   2. In compliance with the teaching workloads established by the Board of Regents for all Nevada System of Higher Education (NSHE) institutions (see Tit. 4, Ch. 3, Sec. 3) and the UNLV Workload Assignment Policy and Guidelines, the standard COB instructional requirement for all full-time, tenure-track faculty is three (3) courses per semester (one course
equals three credits). The nature of academic work dictates against a standardized definition of work in terms of hours (e.g., 40-hour work week).

3. Because of the similarity across the COB regarding the nature of work performed, all Departments within the COB have deferred in writing to the COB Workload Policy and Guidelines. The Executive Vice President and Provost and the President of the University must approve the COB Workload Policy and Guidelines. The COB Dean must approve all Departments, Schools, Programs, or equivalent Units’ Workload Policies and/or deferrals. The Executive Vice President and Provost’s Office will keep copies of all workload policies and deferrals on file. Members of the President’s Office will have access to these policies at all times.

4. The COB Workload Policy and Guidelines below shall apply to full-time, academic tenured and tenure-track faculty members with teaching responsibilities. Part-time tenured and tenure-track faculty members with teaching responsibilities will have workload assignments prorated to the percentage of their appointment. This Workload Policy shall not apply to nontenure-track (Rank 0) appointments, those who have administrative or nonteaching appointments, part-time instructors, or support staff. Nontenure-track (Rank 0) employees with teaching responsibilities generally will teach four courses per semester. Nontenure-track employees may negotiate workload assignments, however, to include other responsibilities, such as coordinating multiple section courses, advising, or other duties. The reassignment and other teaching assignment categories may designate the other responsibilities negotiated in the nontenure-track employees’ workload assignments.

5. Under very limited circumstances, a tenured faculty member may request a four (4) course (one course equals three credits) per semester teaching load in lieu of any requirements for research, called a Teaching-Track Assignment. Assignments for teaching-track faculty members must receive approval by the Department Chair, Dean, and the Executive Vice President and Provost. Annual evaluations will solely include teaching and service activities. A return to regular faculty status, and the return to the standard three (3) courses per semester, can be negotiated at any time.

B. Faculty Responsibilities Related to Policies and Guidelines

See UNLV Bylaws, Title 5, Chapter 6, Chapter III, Sections 2.4 and 5.1; the UNLV Bylaws are located at:

<http://system.nevada.edu/Board-of-R/Handbook/Title-5/t5-CH06.doc_cvt.htm#>.

All faculty members will fulfill their individual obligations as detailed in the UNLV Bylaws, COB Bylaws, and all other applicable governing documents. Each faculty member should pay particular attention to the following section of the UNLV Bylaws:

Title 5, Chapter 6, Chapter III, Section 5. Individual Faculty Responsibilities

5.1 Each academic unit shall establish guidelines to ensure that all-academic faculty maintain a predictable number of office hours during the regularly scheduled semesters. Office hours shall be posted and the faculty shall be available to students, colleagues, and others during these times. (B/R 5/93)

For Academic Faculty. It is understood that all academic faculty members will fulfill their individual obligations:

A. To their students by meeting classes as scheduled, evaluating academic performance fairly, counseling students;
B. To their departments [units] and university by carrying through with the workload commitment in accordance with college [school] bylaws;

C. To their profession and discipline to attain the terminal degree and to continue their professional development;

D. To the university community.

II. BASIC PRINCIPLES OF COB WORKLOAD POLICY AND GUIDELINES

A. Seminal activities to the Mission of the University (see Section V) and the COB are teaching; research; advising; administrative and governance service; professional development; maintaining currency in academic discipline; public, professional, and institutional service; developing curriculum and other instructional enhancements; and resource procurement. Extraordinary activity in any of these areas may provide justification for receiving workload reassignments and/or other teaching assignments.

B. All workload assignments must be consistent with the standard System and University instructional requirements; and the applicable workload guidelines, procedures, and policies at all required governing levels. In addition, all reassignments and other teaching assignments must be requested and/or assigned, documented, and approved each year as outlined in the UNLV Workload Assignment Policy and Guidelines and this document, with the respective bylaws governing each faculty member and this Policy detailing the specific requirements. These reassignments and/or other teaching assignments will be documented and approved before the teaching schedules are finalized each semester. Reassignments and other teaching assignments are made on a case-by-case basis, and are not automatic. The inability to complete proposed activities may result in denial of future requests, or cancellation of reassignments and/or other pre-approved teaching assignments.

C. Summer assignments fall outside the academic year workload assignments for a B-contract faculty member. A faculty member who assumes additional teaching, advising, or other responsibilities during the summer may receive compensation through a Letter of Appointment (LOA) for an agreed-upon amount, a supplemented contract, or, in exceptional circumstances, request reassignment during the academic year. Faculty members may request to do additional work in the summer for no additional remuneration, and request that these additional summer assignments offset their fall or spring semester workload assignments in exceptional circumstances depending upon the curricular needs of the students. These requests must be approved in advance by the faculty member’s Department Chair, Dean, and the Executive Vice President and Provost.

D. Teaching assignments will not be reduced to zero over an academic year except in the case of sabbatical leave, professional development leave, research buy-out, fellowship leave (e.g., Fulbright), temporary assignment to a major university position (e.g., Interim Dean, Assistant to the President), or other approved assignments. Any assignments, reassignments, and/or other teaching assignments that bring the faculty member’s teaching assignments to zero must be approved in advance by the faculty member’s Department Chair, Dean, and Executive Vice President and Provost.

E. A reassignment or other teaching assignment will not automatically occur, if a faculty member’s course fails to enroll a sufficient number of students as defined by the University. The faculty member may then teach a course ordinarily taught by a part-time instructor or by a graduate assistant; or, the faculty member may request to teach an overload the following semester without
additional compensation or request another type of reassignment or other teaching assignment. These other teaching assignments and/or reassignments must be approved by the faculty member’s Department Chair and Dean.

F. Teaching in Interdisciplinary Programs and/or Other Departments, Schools, Programs, Units. A faculty member may teach a class, laboratory, or equivalent course for a Unit other than his/her own such as Women’s Studies, the Honors Program, or in any other Department, School, Program, or interdisciplinary program; and that course will enter the faculty member’s standard University instructional teaching assignment. The faculty member’s Chair must approve this assignment.

G. Overload. The Department Chair and Dean must approve overload teaching assignments. Faculty with approved teaching overload assignment contracts must continue to fulfill service and research obligations. Faculty members may not receive overload-teaching assignments, if they already receive reassignment(s) and/or other teaching assignment(s), with the following exceptions. Faculty may request to teach in self-support college programs such as, but not limited to, the Executive MBA programs.

III. WORKLOAD ASSIGNMENTS AND DISTRIBUTION OF RESPONSIBILITIES

Individual workload assignments and distribution of responsibilities will be determined each semester for faculty members in accordance with the mission and priorities of the University, and the goals of the COB and the faculty member’s Department. All faculty members are governed by the UNLV Workload Assignment Policy and Guidelines and must follow the practices and procedures for implementation and record keeping in accordance with the general guidelines of that Policy. The faculty member requesting each reassignment and/or other teaching assignment must complete the required documentation and obtain approval of all administrators, as required, within their reporting structure. Each request for reassignment and/or other teaching assignment must be documented and approved, and must also meet the policy and reporting policy requirements appropriate to the COB. In addition, faculty members must report the results of their reassignment(s) and/or other teaching assignment(s). Inability to produce results may cause the denial of future requests and/or the cancellation of reassignments and/or other pre-approved teaching assignments. All documentation regarding these requests and/or assignments, as well as the results, must be in writing and maintained for purposes of audit by the COB Dean’s Office.

A. Other Teaching Assignments

Teaching, or instructional, assignments approved for academic faculty members do not necessarily reflect just standard lecture and laboratory courses. Many other types of teaching assignments can enhance the students’ educational experience. Students will either learn when taught within these other structures, or will benefit from the faculty member’s involvement in these other teaching assignments. These other teaching assignments include, but are not limited to: laboratory teaching and/or supervision, direction of independent study, supervision of internships, thesis and dissertation supervision, involvement with Doctoral and Master’s programs/students, course and curriculum development, and student advisement.

These other types of teaching assignments will be requested and/or assigned each semester, and must be documented and approved in writing as detailed in the UNLV Workload Assignment Policy and Guidelines, COB Workload Policy and Guidelines and Unit Bylaws. For consideration of credit towards the faculty member’s standard instructional requirements, these other teaching assignments must be pre-approved. They are determined on a case-by-case basis, and are not
automatically considered part of the full-time, tenured or tenure-track faculty member’s standard University instructional requirement of three (3) courses per semester.

Other Teaching Assignments may occur for the following activities with the pre-approval of the Department Chair and Dean.

1. Internships, Workshops, Seminars, and/or Other Similar Educational Settings. Other teaching assignment credits may occur for these responsibilities.

   A faculty member who accrues 45 or more of undergraduate student credit hours (SCH) or 24 or more graduate SCH, over no more than a two-year period, may request and/or be assigned an one 3-credit other teaching assignment for directing such projects.

2. Teaching Assignment Offset in Another Semester or Summer Term. Other teaching assignments may occur for teaching an overload in another semester or in an alternative summer semester program, without additional compensation under exceptional circumstances depending upon the curricular needs of the students. Such an exchange requires the additional approval of the Executive Vice President and Provost.

3. Teaching of Large Sections. Other teaching assignments for 1, 2, or 3 credits may be requested and/or assigned for teaching sections of 120, 150, or 180 students, respectively.

4. Doctoral Program Involvement. NOT APPLICABLE.

5. Master’s Program Involvement. Other teaching assignment credits may be requested and/or assigned based on the faculty member’s involvement with the Unit’s Master’s programs. This could include, but not be limited to: development of a new Master’s Program; working with and/or advising a number of Master’s students; responsibility for interviewing prospective Master’s students, evaluating Master’s program admission applications; and/or the successful completion of theses or equivalent projects by a faculty member’s Master’s students.

   Faculty working with Master’s students enrolled in professional paper, independent study, readings, or thesis courses for credit may request and/or be assigned other teaching assignment credits. A faculty member who accrues 24 or more of such credits over no more than a two-year period may request and/or be assigned one 3-credit other teaching assignment for working with Master’s students in these situations. When a committee exists, only the chair of the committee will earn credit.

6. Course and Curriculum Development. Other teaching assignment credits may be requested and/or assigned for extensive or unusual demands in the development of new courses or responsibility for the evaluation of and/or the restructuring of a Unit’s curriculum.

   A faculty member assigned to supervise a major restructuring of a graduate or undergraduate program may request and/or be assigned 3 credits of other teaching assignment per semester. In all instances, faculty members will first request prior approval from their Supervisor, and subsequently the COB Executive Committee and the Dean. As part of the assignment, a faculty member must provide a timeline for all proposed work and a brief report of work completed during the annual review process, in addition to the “Results” form that is required under the UNLV Workload Assignment Policy and Guidelines.
7. Innovative Teaching. Other teaching assignment credit may be requested and/or assigned for team teaching, group-based instruction, and other nontraditional approaches to classroom instruction, which requires extra preparation time or a higher than normal rate of student contact hours.

When two instructors teach the same course and each must attend all sessions and cover material significantly different than their colleague, both may request and/or be assigned other teaching credits for that course. One faculty member will receive the other teaching assignment credits for the entire course; or the two faculty members may divide the course credits and each receive the balance of credits as other teaching assignments.

In all instances, the faculty member will first receive prior approval from their Supervisor, and subsequently the COB Executive Committee and the Dean. As part of the request, a faculty member must provide a timeline for all proposed work and a brief report of work completed during the annual review process, in addition to completing the “Results” form that is required under the UNLV Workload Assignment Policy and Guidelines.

8. Independent Study. Other teaching assignment credits may be requested and/or assigned based on supervision of independent study.

A faculty member who accrues 45 or more of undergraduate student credit hours (SCH) or 24 or more graduate SCH, over no more than a two-year period, may request and/or be assigned an one 3-credit course other teaching assignment for directing such projects.

B. Reassignments

Reassignments may include, but are not limited to, the following: research related to scholarly work in the faculty member’s discipline aimed at specific results (e.g., books, articles, and reports); and/or service to the University community, and/or profession, including research, consultation, administration, or other services directed toward the University or professional association to which the faculty member belongs and for which the faculty member does not receive monetary compensation.

Reassignments may occur each semester, and must be documented and approved in writing. They are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenured or tenure-track faculty member’s standard University instructional requirement of three (3) courses per semester. Reassignments may occur for one or more of the following activities:

1. Scholarship. Reassignments may be requested and/or assigned for the preparation of articles, books, reports, and other manuscripts for publication.

   All requests and/or assignments for reassignment on any basis must be approved by the Chair/Director. After approval by a Chair/Director, all requests and/or assignments for reassignment must be submitted to the COB Executive Committee, which will make recommendations to the COB Dean.

2. Professional Development Related to Research and/or Instruction. Reassignments may be requested and/or assigned for the purposes of ordering, installing, and/or testing new laboratory equipment related to research and/or instruction; preparing a new area of research and/or instruction; and enhancing instruction skills or learning new material in order to stay current in the faculty member’s established field.
All requests and/or assignments for reassignment on any basis must be approved by the Chair/Director. After approval by a Chair/Director, all requests and/or assignments for reassignment must be submitted to the COB Executive Committee, which will make recommendations to the COB Dean.

3. Participation in Performance Groups and/or Creative Exhibits. NOT APPLICABLE.

4. Research and Development Related to Proposal Preparation. Reassignment may be requested and/or assigned, if a faculty member is preparing a proposal for which the faculty member is the Project Director. The proposal need not be funded during the semester a reassignment is approved, but it should be submitted for review to a funding agency during that semester.

All requests and/or assignments for reassignment on any basis must be approved by the Chair/Director. After approval by a Chair/Director, all requests and/or assignments for reassignment must be submitted to the COB Executive Committee, which will make recommendations to the COB Dean.

5. Research Supervision/Project Director. Reassignment may be requested and/or assigned, if the faculty member is the Principal Investigator, Chief Administrator, or Director/Supervisor of research supported by a grant or contract funded by extramural sources for which the University receives indirect cost remuneration. Whenever possible, the University must receive compensation to cover costs of replacing the faculty member with the grant or contract funding. Reassignment would not occur for summer research.

COB faculty may request and/or be assigned reassignments for serving as a Principal Investigator, Administrator, or Director or Supervisor of research supported by a grant or contract funded by extramural sources. For substantive grants where opportunities exist for annual renewal, a faculty member may receive one credit of reassignment per year to monitor the grant, communicate with the granting agency, and produce reports. Buyouts of additional reassignment credits are encouraged for Principal Investigators of grants that require/warrant more than one credit of reassignment per year. This may also apply to a substantive contract or gift.

The Chair/Director must approve all reassignments on any basis. After approval by a Chair/Director, the COB Executive Committee will make recommendations to the COB Dean on all reassignments, who makes the final decision.

6. Department Chair, Center Director, Institute Director, or other administrative assignment. These faculty members may request and/or be assigned reassignments for their administrative duties.

The Chair/Director will normally be approved for a 1/1 teaching workload. Chairs/Directors of units with high enrollments, large numbers of faculty, or who are exceptionally involved in program development, fund-raising, research, or service may request and/or be assigned further administrative reassignments. See item II. D. above for limitations.

With the Dean’s prior approval, Chairs/Directors may request and/or be assigned additional reassignment credits for other administrative assignments. Such reassignments must be made in writing to the Dean with a rationale both for the reassignment and the amount of credits requested for the reassignment. These requests for reassignments must consider the time
involved, including the contact hours with students and/or other faculty members and employees.

7. Graduate Coordinator/Undergraduate Coordinator. Reassignments may be requested and/or assigned for this category and will vary depending upon the number and level of degree programs offered; if the faculty member has the major advising responsibilities for the Unit’s graduate or undergraduate program(s); the number of students actively enrolled in the program(s); and/or if the faculty member has major advising responsibilities and/or is responsible for scheduling (classes and/or faculty) and curriculum development for the Unit’s graduate or undergraduate program(s).

Directors of degree programs are generally eligible for up to one 3-credit course reassignment per semester. No faculty member may request and/or be assigned more than three such assignments in a single academic year.

8. Other Administrative Assignments and/or Other Major University or Unit Service. Reassignments may be requested and/or assigned for other administrative assignments/duties (e.g., Director of Internships, Computer Coordinator); and/or for serving as Chair of a significant committee/task force, serving on multiple committees/task forces (for faculty member’s Unit[s], College/Division, and/or University), serving as Faculty Senate Chair, serving as NCAA representative, or other similar service-intensive positions. Faculty will negotiate this reassignment with their Supervisors and the Dean with the concurrence of the Executive Vice President and Provost.

Reassignments may be requested and/or assigned for service as chair of a significant system, university, college, unit committee, or task force.

9. Service to Profession. These reassignments would include Editor/Associate Editor of a Professional Journal; Convention/Program Chair; Officer of a Professional Association; and/or other comparable service to the faculty member’s profession. Reassignments may be requested and/or assigned, if the faculty member has primary responsibility for the review and selection of manuscripts; or if it appears the scope and responsibilities of the journal position warrant reassignment. Reassignments may occur for service as the Program Chair or local arrangements Chair of a major convention of the discipline; and/or for service as an officer of a regional or national professional association, depending upon the scope and responsibilities of the position.

All requests and/or assignments for reassignment on any basis must be approved by the Chair/Director. After approval by a Chair/Director, all requests and/or assignments for reassignment must be submitted to the COB Executive Committee, which will make recommendations to the COB Dean.

a. Editor of Professional Journal
   A faculty member responsible for the management of a professional, peer-reviewed journal may request and/or be assigned a reassignment. An individual responsible for other professional organization’s publications or information systems may, depending on the level of work, request and/or be assigned a reassignment in this category.

b. Convention/Program Chair
   A faculty member, who serves as program chair for a regional, national, or international association convention or serves as the local arrangements chair, may request and/or be
assigned a reassignment. Merely serving on a convention committee may not qualify for a reassignment.

c. Other Professional Association Responsibilities
A faculty member who serves as president, executive editor, or in other major offices of a regional, national, or international professional association may request and/or be assigned a reassignment. The amount of responsibility and time commitment for the professional association work will be a determining factor in approving this reassignment.

10. Newly Hired Faculty. Newly hired faculty in tenure track-positions, who are not hired with tenure, may negotiate a one-time reassignment of a three-credit course (or its equivalent) during the first three years of employment. The documentation for these requests must detail the purpose using one of the other categories of reassignments and/or other teaching assignments.

11. Leave. This category of reassignment occurs when the applicable Unit approves a specific type of leave (e.g., sabbatical, faculty development, medical).

C. Reassignments and/or other teaching assignments shall not occur for the following:

1. Any private, professional services including, but not limited to, consulting, expert witness services, contract work, or other employment, where remuneration over and above the faculty member’s University compensation exists.

2. Community service activity that is not consistent with a faculty member’s area of teaching and/or research expertise.

3. Instruction, workshop organization, conference planning, or curriculum development, for any program, where remuneration over and above the faculty member’s University compensation exists.

IV. PRIVATE PROFESSIONAL WORK, CONSULTING, AND OUTSIDE EMPLOYMENT
Private professional work, consulting, outside employment, and other bases of supplemental compensation should not factor into workload assessment and determination in any University of Nevada, Las Vegas workload reassignments, and/or other teaching assignments. Workload reassignments and/or other teaching assignments shall not occur for any extra-compensation activities.

For the current UNLV Policy on Private Professional Work and other related policies; see <http://www.unlv.edu/Research/about_policies.html>.

V. UNIVERSITY OF NEVADA, LAS VEGAS MISSION STATEMENT AND GOALS
The UNLV Workload Assignment Policy and Guidelines and the College of Business Workload Policy and Guidelines shall be consistent with the academic mission of the University as represented by its Mission Statement. For the current UNLV Mission Statement, see <http://www.unlv.edu/pubs/planning/>.
The goals from the University’s Strategic Plan, inasmuch as they reflect activities that are important to the University’s purpose, shall guide and inform the UNLV Workload Assignment Policy and Guidelines and the College of Business Workload Policy and Guidelines. For the current Strategic Plan, see the University of Nevada, Las Vegas, Academic Master Plan at <http://www.unlv.edu/PAIR/planning/academic_master_plan.html>.
The School of Community Health Sciences uses the university’s workload policy as their school workload policy.
I. INTRODUCTION

A. General Policy Statement

1. The distribution of workload assignments for a tenure-track academic faculty member will be determined in accordance with the mission and priorities of the University and the goals and needs of that faculty member’s governing Unit. All workload assignments shall be consistent with the UNLV Workload Assignment Policy and Guidelines, the applicable sections of the Board of Regents’ Handbook, and the bylaws of the University, as well as the bylaws of the faculty member’s governing Units. Each faculty member’s workload will be distributed over an agreed-upon allocation of activity in the areas of teaching, research or creative activity, and service. It is the responsibility of all faculty members to be engaged in the pursuit of excellence in generating, transmitting, applying, and preserving knowledge.

2. The standard University instructional requirement for all full-time, tenure-track faculty is three (3) courses per semester (one course equals three credits). Some Units may define workload assignments in terms of contact hours rather than credit hours. The specific formula based on contact hours must be specified in the applicable governing Workload Policy(ies). The nature of academic work dictates against a standardized definition of work in terms of hours (e.g., 40-hour work week).

Faculty in the Schools of Dental Medicine and Law shall be exempted from the standard University instructional requirement of three (3) courses per semester (one course equals three credits) in accordance with the Board of Regents’ Faculty Workload Guidelines (see Title 4, Chapter 3, Section 3). It is recognized that the unique nature of the teaching programs in the professional schools does not fit into these standardized credit-hour guidelines. The Workload Policies for these schools shall parallel the University Workload Policy and Guidelines, differing where appropriate and justified.
3. In recognition of the fact that there is a great diversity among Units as to the specific nature of their work, the UNLV Workload Assignment Policy and Guidelines is intended to provide the basic principles on which faculty workload assignment and distribution decisions are based. Each Unit shall develop a Workload Policy consistent with these guidelines; except for Departments, Schools, Programs, or equivalent Units that choose to defer in writing to their governing Unit’s Workload Policy (i.e., College, Division, or equivalent Unit). All Workload Policies for Colleges, Divisions, or equivalent-level Units must be approved by the Executive Vice President and Provost and the President of the University. All Departments, Schools, Programs, or equivalent Units’ Workload Policies or deferrals must be approved by its Dean, Vice Provost, or School Director. Copies of all workload policies will be kept on file in the Executive Vice President and Provost’s Office. These policies will be accessible to members of the President’s Office at all times.

4. The workload policy guidelines below shall apply to full-time, academic tenure-track faculty, with teaching responsibilities. Part-time tenure-track faculty with teaching responsibilities will have workload assignments prorated to the percentage of their appointment. It shall not apply to nontenure-track (Rank 0) appointments, those who have administrative or nonteaching appointments, part-time instructors, or support staff. Nontenure-track (Rank 0) employees with teaching responsibilities generally will teach four courses per semester. Nontenure-track workload assignments, however, may be negotiated to include other responsibilities, such as directing a laboratory, advising, or other duties. The reassignment and other teaching assignment categories may be used to designate the other responsibilities negotiated in the nontenure-track employees’ workload assignments.

5. Under very limited circumstances, a tenured faculty member may request a four (4) course (one course equals three credits) per semester teaching load in lieu of any requirements for research or creative activity. This is known as a Teaching-Track Assignment. Assignments for teaching-track faculty must be approved by their immediate Supervisor; Dean, Vice Provost, or School Director; and the Executive Vice President and Provost. Annual evaluations will be based solely on teaching and service activities. A return to regular faculty status, and the return to the standard University instructional requirement for all full-time, tenure-track faculty of three (3) courses per semester, can be negotiated at any time.

B. Faculty Responsibilities Related to Policies and Guidelines

See UNLV Bylaws, Chapter 3, Sections 2.4 and 5.1; UNLV Bylaws are located at: <http://blue.scsr.nevada.edu/Handbook/title-5/t5-CH06.doc_cvt.htm#t5c6s1>.

It is understood that all faculty members will fulfill their individual obligations as detailed in the UNLV Bylaws and all other applicable governing documents.
II. BASIC PRINCIPLES OF UNLV WORKLOAD ASSIGNMENT POLICY AND GUIDELINES

A. Seminal activities to the Mission of the University (see Section V.) are teaching; research; artistic, creative, cultural exhibition, and performance activities; advising; administrative and governance service; professional development; maintaining currency in academic discipline; public, professional, and institutional service; developing curriculum and other instructional enhancements; and resource procurement. Any of these would serve as justification for requesting and / or being assigned workload reassignments and / or other teaching assignments.

B. All workload assignments must be consistent with the standard University instructional requirements; and the applicable workload guidelines, procedures, and policies at all required governing levels. In addition, all reassignments and other teaching assignments must be requested and / or assigned, documented, and approved each semester as outlined in this document, with the respective bylaws and Workload Policy(ies) governing each faculty member detailing the specific requirements. These requests and / or assignments will be documented and approved when the schedules are finalized each semester. Reassignments and other teaching assignments are made on a case-by-case basis, and are not automatic. Faculty can expect that the inability to complete proposed activities may result in denial of future requests, or cancellation of reassignments and or other teaching assignments that may have been pre-approved.

C. Summer assignments are not considered part of the academic year workload assignments for a B-contract faculty member. A faculty member who assumes additional teaching, advising, or other responsibilities during the summer may be compensated by means of a Letter of Appointment (LOA) for an agreed-upon amount, a supplemented contract, or in exceptional circumstances request reassignment during the academic year. Faculty members may request to do additional work in the summer for no additional remuneration, and request that these additional summer assignments offset their fall or spring semester workload assignments in exceptional circumstances depending upon the curricular needs of the students. This would include those faculty members who teach in alternative summer semester programs. These requests must be approved in advance by the faculty member’s Supervisor; Dean, Vice Provost, or School Director; and the Executive Vice President and Provost.

D. Teaching assignments will not be reduced to zero over an academic year except in the case of sabbatical leave, professional development leave, research buy-out, fellowship leave (e.g., Fulbright), temporary assignment to a major university position (e.g., Interim Dean, Assistant to the President), or other approved assignments. Any assignments, reassignments, and / or other teaching assignments which bring the faculty member’s teaching assignments to zero must be approved in advance by the faculty member’s Supervisor; Dean, Vice Provost, or School Director; and Executive Vice President and Provost.

E. A reassignment will not be automatically granted if a faculty member’s course fails to enroll a sufficient number of students as defined by the University. The faculty member may be assigned to teach a course ordinarily taught by a part-time instructor or by a graduate assistant; or, the faculty member may request to teach an overload the following
semester without additional compensation or request another type of reassignment. These assignments and / or reassignments must be approved by the faculty member’s Supervisor and their Dean, Vice Provost, or School Director.

F. Teaching in Interdisciplinary Programs and / or Other Departments, Schools, Programs, Units. A faculty member may teach a classroom, laboratory, or equivalent course for a Unit other than their own; such as Women’s Studies, the Honors Program, or in any other Department, School, Program, or interdisciplinary program; and that course will be considered part of the faculty member’s standard University instructional teaching assignment. The faculty member’s Supervisor must approve this assignment.

G. Overload. Overload teaching assignments must be approved by the faculty member’s Supervisor and their Dean, Vice Provost, or School Director. Faculty with approved teaching overload assignment contracts must continue to fulfill service and research or creative activity obligations. Faculty may not request overload teaching assignments if they have also requested and been approved for reassignment(s) and / or other teaching assignment(s).

III. WORKLOAD ASSIGNMENTS AND DISTRIBUTION OF RESPONSIBILITIES

Individual workload assignments and distribution of responsibilities will be determined each semester for faculty members in accordance with the mission and priorities of the University, and the goals of that faculty member’s governing Units. All faculty who are governed by the UNLV Workload Assignment Policy and Guidelines must follow the practices and procedures for implementation and record keeping in accordance with the general guidelines of this Policy. The faculty member requesting each reassignment and / or other teaching assignment must complete the required documentation and obtain approval of all administrators, as required, within their reporting structure. Each request for reassignment and / or other teaching assignment must be documented and approved, and meet the policy and reporting policy requirements appropriate to their governing Units. In addition, faculty members will be required to report the results of their reassignment(s) and / or other teaching assignment(s). Faculty can expect that the inability to produce results may result in the denial of future requests and / or the cancellation of reassignments and / or other teaching assignments that may have been pre-approved. All documentation regarding these requests and / or assignments, as well as the results, must be in writing and maintained for purposes of audit by the Unit designated by the University.

A. Other Teaching Assignments. Teaching, or instructional, assignments approved for academic faculty cannot be defined by only using the framework of standard lecture and laboratory courses. There are many other types of teaching assignments that are considered part of the students’ educational experience. Students are either learning when taught within these other structures, or students will benefit from the faculty member’s involvement in these other teaching assignments. These other teaching assignments include, but are not limited to: laboratory teaching and / or supervision, practicum or clinical teaching and / or supervision, field experience, direction of independent study, supervision of internships /
externships, thesis and dissertation supervision, involvement with Doctoral and Master’s programs / students, course and curriculum development, and student advisement.

These other types of teaching assignments will be requested and / or assigned each semester, and must be documented and approved in writing as detailed in the respective governing Units’ Workload Policy(ies) and Bylaws. For consideration of credit towards the faculty member’s standard instructional requirements, these other teaching assignments must be approved. They are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenure-track faculty member’s standard University instructional requirement of three (3) courses per semester.

Other Teaching Assignments may be requested and / or assigned for the following activities with the approval of the faculty member’s Supervisor and Dean, Vice Provost, or School Director. The guidelines and the credits to be assigned for each of these will be detailed in the applicable governing Units’ Workload Policy(ies).

1. Supervision and / or Teaching of Students in Laboratories, Clinics, Practicums, Internships, Externships, Field Experience, Workshops, Seminars, and / or Other Similar Educational Settings. Other teaching assignment credits may be requested and / or assigned for these responsibilities. The credits approved for these duties would be determined by the number of credit hours and / or required student contact hours as specified in the applicable governing Units’ Workload Policy(ies).

2. Teaching Assignment Offset in Another Semester or Summer Term. Other teaching assignments may be requested and / or assigned for teaching an overload in another semester or in an alternative summer semester program, without additional compensation under exceptional circumstances depending upon the curricular needs of the students. This other teaching assignment would compensate for the additional assignment / overload in another semester. The guidelines for these assignments must be specified in the applicable governing Units’ Workload Policy(ies). Such an exchange must be approved by the faculty member’s Supervisor and Dean, Vice Provost, or Director and the Executive Vice President and Provost.

3. Teaching of Large Sections. Other teaching assignment credits may be requested and / or assigned for teaching large sections. The credits approved for this assignment must be based on a formula established using the class size and / or other variables as determined by the faculty member’s governing Units and detailed in the applicable governing Units’ Workload Policy(ies).

4. Doctoral Program Involvement. Other teaching assignment credits may be requested and / or assigned based on the faculty member’s involvement with the Unit’s Doctoral programs. This could include, but not be limited to: development of a new Doctoral Program; working with and / or advising a number of Doctoral students; responsibility for interviewing prospective Doctoral students, evaluating Doctoral-program admission applications; and / or the successful completion of a specified number of dissertations or equivalent projects / documents by a faculty member’s Doctoral students. The faculty member’s role and responsibilities with the Unit’s Doctoral students and / or Doctoral program(s) must be detailed in order to request this other teaching assignment. Guidelines for the approval of these assignments and the credits to be assigned must be specified in the applicable governing Units’ Workload Policy(ies).
5. Master’s / Specialist’s Program Involvement. Other teaching assignment credits may be requested and/or assigned based on the faculty member’s involvement with the Unit’s Master’s / Specialist’s programs. This could include, but not be limited to: development of a new Master’s / Specialist’s Program; working with and/or advising a number of Master’s / Specialist’s students; responsibility for interviewing prospective Master’s / Specialist’s students, evaluating Master’s / Specialist’s-program admission applications; and/or the successful completion of a specified number of theses/equivalent projects by a faculty member’s Master’s / Specialist’s students. The faculty member’s role and responsibilities with the Unit’s Master’s / Specialist’s students and/or Master’s / Specialist’s program(s) must be detailed in order to request this other teaching assignment. Guidelines for the approval of these assignments and the credits to be assigned must be specified in the applicable governing Units’ Workload Policy(ies).

6. Course and Curriculum Development. Other teaching assignment credits may be requested and/or assigned for extensive or unusual demands in the development of new courses or responsibility for the evaluation of and/or the restructuring of a Unit’s curriculum. Guidelines for the approval of these assignments and the credits to be assigned must be specified in the applicable governing Units’ Workload Policy(ies).

7. Innovative Teaching. Other teaching assignment credit may be requested and/or assigned for team teaching, group-based instruction, and other nontraditional approaches to classroom instruction where extra preparation time or a higher than normal rate of student contact hours is required. Guidelines for the approval of these assignments and the credits to be assigned must be specified in the applicable governing Units’ Workload Policy(ies).

8. Independent Study. Other teaching assignment credits may be requested and/or assigned based on a specified number of student credit hours in independent study. Guidelines for the approval of the number of credits for this assignment must be based on a formula (i.e., number of independent study credits equivalent to one [1] credit of classroom lecture credit) established and detailed in the faculty member’s governing Units’ Workload Policy(ies).

B. Reassignments. These may include, but are not limited to the following: research related to scholarly and creative work in the faculty member’s discipline aimed at specific results (e.g., books, articles, reports, and artistic creations or performances); and/or service to the University community, and/or profession, including research, creative activity, consultation, administration, or other services directed toward the University or professional association to which the faculty member belongs and for which the faculty member is not compensated monetarily.

Reassignments may be requested and/or assigned each semester, and must be documented and approved in writing as detailed in the faculty member’s respective governing Units’ Workload Policy(ies) and Bylaws. They are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenure-track faculty member’s standard University instructional requirement of three (3) courses per semester. Reassignments may be requested and/or assigned for one or more of the following activities:

1. Scholarship. Reassignments may be requested and/or assigned for the preparation of articles, books, reports, and other manuscripts for publication, and the preparation of
creative performances or exhibits. Guidelines for approving these reassignments must be specified in the applicable governing Units’ Workload Policy(ies).

2. Professional Development Related to Research or Creative Activity and / or Instruction. Reassignments may be requested and / or assigned for the purposes of ordering, installing, and / or testing new laboratory equipment, studio facilities, or instrumentation related to research, creative activities, and / or instruction; preparing a new area of research, creative activity, and / or instruction; and / or enhancing instruction skills or learning new material in order to stay current in the faculty member’s established field. Guidelines for approving these reassignments must be specified in the applicable governing Units’ Workload Policy(ies).

3. Participation in Performance Groups and / or Creative Exhibits. Reassignments may be requested and / or assigned for participation in performance groups (e.g., Sierra Wind Quintet, Mariposa Trio) and / or creative exhibits related to the faculty member’s field. Guidelines for approving these reassignments must be specified in the applicable governing Units’ Workload Policy(ies).

4. Research and Development Related to Proposal Preparation. Reassignment may be requested if a faculty member is preparing a proposal for which the faculty member would be the Project Director. It is not necessary that the proposal be funded during the semester a reassignment is approved, but it should be submitted for review to a funding agency during that semester. Guidelines for approving these reassignments must be specified in the applicable governing Units’ Workload Policy(ies).

5. Research or Creative Activity Supervision / Project Director. Reassignment may be requested if the faculty member is the Principal Investigator, Chief Administrator, or Director / Supervisor of a Creative Activity supported by a grant or contract funded by extramural sources for which the University receives indirect cost remuneration. Whenever possible, compensation must be returned to the University to cover costs of replacing the faculty member with the grant or contract funding. Reassignment would not be approved for summer research. Guidelines for approving these reassignments must be specified in the applicable governing Units’ Workload Policy(ies).

6. Department Chair, School Director, Program Director, Institute Director, or other administrative assignment. Reassignments may be requested by these faculty members for their administrative duties. Reassignment credits will vary depending on the size / complexity of the Department, School, Program, Institute, or Unit; the number and level of degree programs offered; and / or whether the faculty member has the major responsibility for the administration and supervision of a Facility or Unit. Faculty will negotiate this reassignment with their Supervisors.

7. Graduate Coordinator / Undergraduate Coordinator. Reassignments may be requested and / or assigned for this category and will vary depending upon the number and level of degree programs offered; if the faculty member has the major advising responsibilities for the Unit’s graduate or undergraduate program(s); the number of students actively enrolled in the program(s); and / or if the faculty member has major
advising responsibilities and / or is responsible for scheduling (classes and / or faculty) and curriculum development for the Unit’s graduate or undergraduate program(s). Faculty will negotiate this reassignment with their Supervisors.

8. Other Administrative Assignments and / or Other Major University or Unit Service. Reassignments may be requested and / or assigned for other administrative assignments / duties (e.g., Director of Internships, Curator, Computer Coordinator); and / or for serving as Chair of a significant committee / task force, serving on multiple committees / task forces (for faculty member’s Unit[s], College / Division, and / or University), serving as Faculty Senate Chair, serving as NCAA representative, or other similar service-intensive positions. Faculty will negotiate this reassignment with their Supervisors.

9. Service to Profession. These reassignments would include Editor / Associate Editor of a Professional Journal; Convention / Program Chair; Officer of a Professional Association; and / or other comparable service to the faculty member’s profession. Reassignments may be requested if the faculty member has primary responsibility for the review and selection of manuscripts; or if it appears the scope and responsibilities of the journal position warrant reassignment. Reassignments may be requested for service as the Program Chair or local arrangements Chair of a major convention of the discipline; and / or for service as an officer of a regional or national professional association, depending upon the scope and responsibilities of the position. Faculty will negotiate this reassignment with their Supervisor.

10. Newly Hired Faculty. Newly hired faculty in tenure track-positions, who are not hired with tenure, may negotiate a one-time reassignment of a three-credit course (or its equivalent) during the first three years of employment. The documentation for these requests must detail the purpose using one of the other categories of reassignments and / or other teaching assignments. Faculty will negotiate this reassignment with their Supervisors.

11. Leave. This category of reassignment is used when a specific type of leave has been approved by the applicable Unit and / or Supervisor (e.g., sabbatical, faculty development, medical).

C. Reassignments and / or other teaching assignments shall not be requested, assigned, and / or approved for the following:

1. Any private, professional services including, but not limited to, consulting, performance / exhibits, expert witness services, contract work, or other employment where there is remuneration over and above the faculty member’s University compensation.

2. Community service activity that is not consistent with a faculty member’s area of teaching and / or research or creative activity expertise.

3. Instruction, workshop organization, conference planning, curriculum development, clinical work for licensing requirements, and / or creative performance for any program
where there is remuneration over and above the faculty member’s University compensation.

IV. PRIVATE PROFESSIONAL WORK, CONSULTING, AND OUTSIDE EMPLOYMENT

Private professional work, consulting, outside employment, and other bases of supplemental compensation should not be a factor in workload assessment and determination in any University of Nevada, Las Vegas workload assignments, requests for reassignments, and / or requests for other teaching assignments. Workload reassignments and / or other teaching assignments shall not be requested, assigned, and / or approved for any extra-compensation activities.

For the current UNLV Policy on Private Professional Work and other related policies; see <http://www.unlv.edu/Research/about_policies.html>.

V. UNIVERSITY OF NEVADA, LAS VEGAS MISSION STATEMENT AND GOALS

The UNLV Workload Assignment Policy and Guidelines shall be consistent with the academic mission of the University as represented by its Mission Statement. For the current UNLV Mission Statement, see <http://www.unlv.edu/pubs/planning/>.

The goals from the University’s Strategic Plan, inasmuch as they reflect activities that are important to the University’s purpose, shall guide and inform the UNLV Workload Assignment Policy and Guidelines. For the current Strategic Plan, see the University of Nevada, Las Vegas, Academic Master Plan at <http://www.unlv.edu/PAIR/planning/academic_master_plan.html>.

CONTACTS

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PREAMBLE

Upon appointment to the School of Dental Medicine, each faculty will have a clear understanding of their responsibilities in teaching, scholarly / creative activity, and service. The written goals and expectations of the faculty will be reviewed annually with the Department Chairs. This review will form an integral part of the annual faculty evaluation by the Chair. Tenure-track faculty will, with the assistance of the Chair, develop a long-term (usually a five-year) plan for faculty development and advancement towards tenure. Pre-tenure review of the faculty will usually be performed in the fifth year of appointment. The Chairs will be responsible for monitoring the progress of the faculty and ensuring the availability of opportunity and support for faculty development.

Faculty development is a process by which the School of Dental Medicine faculty work systematically to improve their skills in the following areas: 1) education, 2) leadership and management, 3) scholarly activities, and 4) clinical practice and other professional activities. The responsibility of the UNLV School of Dental Medicine is to facilitate and encourage the development of these faculty skills. This objective relates directly to the ultimate goals of excellence in education and patient care at the UNLV School of Dental Medicine.

Unless explicitly stated otherwise, the School of Dental Medicine faculty will be scheduled in student contact no more than 50%. The remaining 5 half-days/week will be spent in faculty development and service.
Faculty development includes, but is not limited to:

- Scholarly activity, which may include research [basic (bench), clinical, educational, epidemiological, and information technology]; publications, editorial activities; invited presentations;
- Educational development, which may include acquisition of new skills and training in new educational technologies; development of educational materials;
- Continuing education (clinical or biomedical science); faculty participation and presentation;
- Management and Leadership training activities;
- Professional organization activities;
- Maintenance of clinical skills; Faculty Practice up to 20% (2 half-days per week).

I. INTRODUCTION

A. General Policy Statement

1. The distribution of workload assignments for a tenure-track academic faculty member will be determined in accordance with the mission and priorities of the University, the goals and needs of School of Dental Medicine (SDM) and each faculty member’s governing Unit. All workload assignments shall be consistent with the UNLV Workload Assignment Policy and Guidelines, SDM Workload Policy, applicable sections of the Board of Regents’ Handbook, and bylaws of the University and SDM, as well as the bylaws of the faculty member’s governing Units. Each faculty member’s workload will be distributed over an agreed-upon allocation of activity in the areas of teaching, research or creative activity, and service. It is the responsibility of all faculty members to be engaged in the pursuit of excellence in generating, transmitting, applying, and preserving knowledge.

2. Faculty members of the SDM are exempted from the standard University instructional requirement of three (3) courses per semester (one course equals three credits) in accordance with the Board of Regents’ Faculty Workload Guidelines (see Board of Regents’ Handbook, Title 4, Chapter 3, Section 3). It is recognized that the unique nature of the teaching programs in the School of Dental Medicine does not fit into these standardized credit-hour guidelines. The SDM, however, is required to have a Workload Policy and it shall parallel the University Workload Assignment Policy and Guidelines, only differing where appropriate and justified. Each unit within the SDM will defer to the School’s policy.

Some of the SDM’s workload assignments may be defined in terms of contact hours rather than credit hours. The nature of academic work dictates against a standardized definition of work in terms of hours (e.g., 40-hour work week).
3. In recognition of the fact that there is a great diversity among Units as to the specific nature of their work, the UNLV Workload Assignment Policy and Guidelines is intended to provide the basic principles on which faculty workload assignment and distribution decisions are based. The SDM Workload Policy has been developed to be consistent with these guidelines; except for the standard workload requirement. As required by the UNLV policy the SDM Workload Policy must be approved by the Executive Vice President and Provost and the President of the University. All Departments or Programs within the SDM will defer to the SDM policy in writing with the approval of the Dean. Copies of all deferrals will be kept on file in the Executive Vice President and Provost's Office. These policies will be accessible to members of the President’s Office at all times.

4. The workload policy guidelines below shall apply to full-time, academic tenure-track faculty, with teaching responsibilities. Part-time tenure-track faculty with teaching responsibilities will have workload assignments prorated to the percentage of their appointment. It shall not apply to nontenure-track (Rank 0) appointments, those who have administrative or nonteaching appointments, part-time instructors, or support staff. Nontenure-track (Rank 0) employees with teaching responsibilities generally will teach four courses per semester. Nontenure-track workload assignments, however, may be negotiated to include other responsibilities, such as directing a laboratory, advising, or other duties. The reassignment and other teaching assignment categories may be used to designate the other responsibilities negotiated in the nontenure-track employees’ workload assignments.

B. Faculty Responsibilities Related to Policies and Guidelines

See Board of Regents’ Handbook, Title 5, Chapter 6 UNLV Bylaws, Chapter III, Sections 2.4 and 5.1; the UNLV Bylaws are located at: <http://blue.scsr.nevada.edu/Handbook/title-5/t5-CH06.doc_cvt.htm#tSc6s1>.

It is understood that all faculty members will fulfill their individual obligations as detailed in the UNLV Bylaws, SDM Bylaws, and all other applicable governing documents. Each faculty member is asked to pay particular attention to the following section of the UNLV Bylaws: Title 5, Chapter 6, Chapter III, Section 5. Individual Faculty Responsibilities

5.1 Each academic unit shall establish guidelines to ensure that all-academic faculty maintain a predictable number of office hours during the regularly scheduled semesters. Office hours shall be posted and the faculty shall be available to students, colleagues, and others during these times. (B/R 5/93)

For Academic Faculty. It is understood that all academic faculty members will fulfill their individual obligations:

A. To their students by meeting classes as scheduled, evaluating academic performance fairly, counseling students;

B. To their departments [units] and university by carrying through with the workload commitment in accordance with college [school] bylaws;

C. To their profession and discipline to attain the terminal degree and to continue their professional development;

D. To the university community.
II. BASIC PRINCIPLES OF SCHOOL OF DENTAL MEDICINE WORKLOAD POLICY

A. Seminal activities to the Mission of the University (see Section V.) and the School of Dental Medicine are teaching; research; artistic, creative, cultural exhibition, and performance activities; advising; administrative and governance service; professional development; maintaining currency in academic discipline; public, professional, and institutional service; developing curriculum and other instructional enhancements; and resource procurement. Any of these would serve as justification for requesting and/or being assigned workload reassignments and/or other teaching assignments.

B. All workload assignments must be consistent with the School of Dental Medicine’s instructional requirements; and the applicable workload guidelines, procedures, and policies at all required governing levels. Reassignments and other teaching assignments are made on a case-by-case basis, and are not automatic. Faculty can expect that the inability to complete proposed activities may result in denial of future requests, or cancellation of reassignments and or other teaching assignments that may have been pre-approved.

C. Summer assignments are not considered part of the academic year workload assignments for a B-contract faculty member. A faculty member who assumes additional teaching, advising, or other responsibilities during the summer may be compensated by means of a Letter of Appointment (LOA) for an agreed-upon amount, a supplemented contract, or in exceptional circumstances request reassignment during the academic year. Faculty members may request to do additional work in the summer for no additional remuneration, and request that these additional summer assignments offset their fall or spring semester workload assignments in exceptional circumstances depending upon the curricular needs of the students. This would include those faculty members who teach in alternative summer semester programs. These requests must be approved in advance by the faculty member’s Supervisor and Dean.

D. Teaching assignments will not be reduced to zero over an academic year except in the case of sabbatical leave, professional development leave, research buy-out, fellowship leave (e.g., Fulbright), temporary assignment to a major university position (e.g., Interim Dean, Assistant to the President), or other approved assignments. Any assignments, reassignments, and/or other teaching assignments which bring the faculty member’s teaching assignments to zero must be approved in advance by the faculty member’s Supervisor, Dean, and the Executive Vice President and Provost.

E. If a faculty member’s course fails to enroll a sufficient number of students as defined by the SDM, the faculty member may be requested to teach a different course. In the alternative, the faculty member may teach an overload in a subsequent semester or summer without additional compensation or may receive another type of reassignment or other teaching assignment. These other teaching assignments and/or reassignments must be approved by the Dean.

F. Teaching in Interdisciplinary Programs and/or Other Departments, Schools, Programs, Units. A faculty member may teach a classroom, laboratory, or equivalent course for a Unit other than their own; such as Women’s Studies, the Honors Program, or in any other Department, School, Program, or interdisciplinary program; and that course will be considered part of the faculty
member’s standard School of Dental Medicine instructional teaching assignment. The faculty member’s Supervisor must approve this assignment.

G. Overload. Overload teaching assignments must be approved by the faculty member’s Supervisor and the Dean. Faculty with approved teaching overload assignment contracts must continue to fulfill service and research or creative activity obligations. Faculty may not request overload teaching assignments if they have also requested and been approved for reassignment(s) and / or other teaching assignment(s).

III. WORKLOAD ASSIGNMENTS AND DISTRIBUTION OF RESPONSIBILITIES

Individual workload assignments and distribution of responsibilities will be determined each semester for faculty members in accordance with the mission and priorities of the University, the SDM, and the goals of that faculty member’s governing Units. Faculty can expect that the inability to produce results may result in the denial of future requests and / or the cancellation of reassignments and / or other teaching assignments that may have been pre-approved. All documentation regarding these requests and / or assignments, as well as the results, must be maintained for purposes of audit by the School of Dental Medicine’s Dean’s Office.

A. Other Teaching Assignments. Teaching, or instructional, assignments approved for academic faculty cannot be defined by only using the framework of standard lecture and laboratory courses. There are many other types of teaching assignments that are considered part of the students’ educational experience. Students are either learning when taught within these other structures, or students will benefit from the faculty member’s involvement in these other teaching assignments. These other teaching assignments include, but are not limited to: laboratory teaching and / or supervision, practicum or clinical teaching and / or supervision, field experience, direction of independent study, supervision of internships / externships, thesis and dissertation supervision, involvement with Doctoral and Master’s programs / students, course and curriculum development, and student advisement.

These other types of teaching assignments will be requested and / or assigned each semester. For consideration of credit towards the faculty member’s School of Dental Medicine instructional requirements, these other teaching assignments must be approved. They are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenure-track faculty member’s School of Dental Medicine instructional requirement.

Other Teaching Assignments may be requested and / or assigned for the following activities with the approval of the faculty member’s Supervisor and Dean.

1. Supervision and / or Teaching of Students in Laboratories, Clinics, Practicums, Internships, Externships, Field Experience, Workshops, Seminars, and / or Other Similar Educational Settings. Other teaching assignment credits may be requested and / or assigned for these responsibilities. The credits approved for these duties should be determined by the number of credit hours and/or required student contact hours.

2. Teaching Assignment Offset in Another Semester or Summer Term. Other teaching assignments may be requested and/or assigned for teaching an overload in another semester,
including the summer, without additional compensation depending upon the curricular needs of the SDM.

3. Teaching of Large Sections. Other teaching assignment credits may be requested and / or assigned for teaching large sections.

4. Doctoral Program Involvement. Other teaching assignment credits may be requested and/or assigned based on the faculty member’s involvement with another Unit’s doctoral program. This could include, but not be limited to, development of a new doctoral program and working with and/or advising a number of Doctoral students on their dissertations.

5. Master’s Program Involvement. Other teaching assignment credits may be requested and/or assigned based on the faculty member’s involvement with the Unit’s Master’s programs. This could include, but not be limited to, development of a new Master’s Program and working with and/or advising a number of Master’s students.

6. Course and Curriculum Development. Other teaching assignment credits may be requested and/or assigned for extensive or unusual demands in the development of new courses or responsibility for the evaluation and/or restructuring of a Unit’s curriculum.

7. Innovative Teaching. Other teaching assignment credit may be requested and / or assigned for team teaching, group-based instruction, and other nontraditional approaches to classroom instruction where extra preparation time or a higher than normal rate of student contact hours is required.

8. Independent Study. Other teaching assignment credits may be requested and/or assigned based on a specified number of student credit hours in directed research, reading, or writing courses.

B. Reassignments. These may include, but are not limited to the following: research related to scholarly and creative work in the faculty member’s discipline aimed at specific results (e.g., books, articles, reports, and artistic creations or performances); and / or service to the University community, and / or profession, including research, creative activity, consultation, administration, or other services directed toward the University or professional association to which the faculty member belongs and for which the faculty member is not compensated monetarily.

Reassignments may be requested and / or assigned each semester and are determined on a case-by-case basis. They may be requested and / or assigned for one or more of the following activities:

1. Scholarship. Reassignments may be requested and / or assigned for the preparation of articles, books, reports, and other manuscripts for publication.

2. Professional Development Related to Research or Creative Activity and / or Instruction. Reassignments may be requested and / or assigned for the purposes of ordering, installing, and / or testing new laboratory equipment, studio facilities, or instrumentation related to research, creative activities, and / or instruction; preparing a new area of research, creative activity, and / or instruction; and / or enhancing instruction skills or learning new material in order to stay current in the faculty member’s established field.

3. Participation in Performance Groups and / or Creative Exhibits. Not applicable.
4. Research and Development Related to Proposal Preparation. Reassignment may be requested if a faculty member is preparing a proposal for which the faculty member would be the Project Director. It is not necessary that the proposal be funded during the semester a reassignment is approved, but it should be submitted for review to a funding agency during that semester.

5. Research or Creative Activity Supervision / Project Director. Reassignment may be requested if the faculty member is the Principal Investigator, Chief Administrator, or Director / Supervisor of a Creative Activity supported by a grant or contract funded by extramural sources for which the University receives indirect cost remuneration. Whenever possible, compensation must be returned to the University to cover costs of replacing the faculty member with the grant or contract funding.

6. Department Chair, School Director, Program Director, Institute Director, or other administrative assignment. Reassignments may be requested by these faculty members for their administrative duties. Reassignment credits will vary depending on the size / complexity of the Department, School, Program, Institute, or Unit; the number and level of degree programs offered; and / or whether the faculty member has the major responsibility for the administration and supervision of a Facility or Unit. Faculty will negotiate this reassignment with their Supervisors.

7. Graduate Coordinator / Undergraduate Coordinator. Reassignments may be requested and / or assigned for this category and will vary depending upon the number and level of degree programs offered; if the faculty member has the major advising responsibilities for the Unit’s graduate or undergraduate program(s); the number of students actively enrolled in the program(s); and / or if the faculty member has major advising responsibilities and / or is responsible for scheduling (classes and / or faculty) and curriculum development for the Unit’s graduate or undergraduate program(s). Faculty will negotiate this reassignment with their Supervisors.

8. Other Administrative Assignments and / or Other Major University or Unit Service. Reassignments may be requested and / or assigned for other administrative assignments / duties (e.g., Director of Internships, Curator, Computer Coordinator); and / or for serving as Chair of a significant committee / task force, serving on multiple committees / task forces (for faculty member’s Unit[s], College / Division, and / or University), serving as Faculty Senate Chair, serving as NCAA representative, or other similar service-intensive positions. Faculty will negotiate this reassignment with their Supervisors.

9. Service to Profession. These reassignments would include Editor / Associate Editor of a Professional Journal; Convention / Program Chair; Officer of a Professional Association; and / or other comparable service to the faculty member’s profession. Reassignments may be requested if the faculty member has primary responsibility for the review and selection of manuscripts; or if it appears the scope and responsibilities of the journal position warrant reassignment. Reassignments may be requested for service as the Program Chair or local arrangements Chair of a major convention of the discipline; and / or for service as an officer of a regional or national professional association, depending upon the scope and responsibilities of the position. Faculty will negotiate this reassignment with their Supervisor.
10. Newly Hired Faculty. Newly hired faculty in tenure track-positions, who are not hired with tenure, may negotiate a one-time reassignment of a three-credit course (or its equivalent) during the first three years of employment. The documentation for these requests must detail the purpose using one of the other categories of reassignments and / or other teaching assignments. Faculty will negotiate this reassignment with their Supervisors.

11. Leave. This category of reassignment is used when a specific type of leave has been approved by the applicable Unit and / or Supervisor (e.g., sabbatical, faculty development, medical).

As a university, UNLV has a well-established, but competitive faculty development program consisting of sabbatical leaves and faculty development leaves. When appropriate, SDM faculty will be encouraged to apply.

C. Reassignments and / or other teaching assignments shall not be requested, assigned, and / or approved for the following:

1. Any private, professional services including, but not limited to, consulting, performance / exhibits, expert witness services, contract work, or other employment where there is remuneration over and above the faculty member’s University compensation.

2. Community service activity that is not consistent with a faculty member’s area of teaching and / or research or creative activity expertise.

3. Instruction, workshop organization, conference planning, curriculum development, clinical work for licensing requirements, and / or creative performance for any program where there is remuneration over and above the faculty member’s University compensation.

IV. PRIVATE PROFESSIONAL WORK, CONSULTING, AND OUTSIDE EMPLOYMENT

Private professional work, consulting, outside employment, and other bases of supplemental compensation should not be a factor in workload assessment and determination in any University of Nevada, Las Vegas workload assignments, requests for reassignments, and / or requests for other teaching assignments. Workload reassignments and / or other teaching assignments shall not be requested, assigned, and / or approved for any extra-compensation activities.

For the current UNLV Policy on Private Professional Work and other related policies; see <http://www.unlv.edu/Research/about_policies.html>.

V. UNIVERSITY OF NEVADA, LAS VEGAS MISSION STATEMENT AND GOALS

The SDM Workload Policy shall be consistent with the academic mission of the University as represented by its Mission Statement. For the current UNLV Mission Statement, see <http://www.unlv.edu/pubs/planning/>.
The goals from the University's Strategic Plan, inasmuch as they reflect activities that are important to the University's purpose, shall guide and inform the UNLV Workload Assignment Policy and Guidelines. For the current Strategic Plan, see the University of Nevada, Las Vegas, Academic Master Plan at <http://www.unlv.edu/PAIR/planning/academic_master_plan.html>.
I. INTRODUCTION

A. General Policy Statement

1. The distribution of workload assignments for a tenure-track academic faculty member in the College of Education (COE) will be determined in accordance with the mission and priorities of the University, our College, and the goals and needs of that faculty member’s Department. All workload assignments shall be consistent with the UNLV Workload Assignment Policy and Guidelines, the applicable sections of the Board of Regents’ Handbook, and the bylaws of the University and College, as well as the bylaws of the faculty member’s Department. Each faculty member’s workload will be distributed over an agreed-upon allocation of activity in the areas of teaching, research or creative activity, and service. It is the responsibility of all faculty members to be engaged in the pursuit of excellence in generating, transmitting, applying, and preserving knowledge.

2. The standard COE instructional requirement for all full-time, tenure-track faculty is three (3) courses per semester (one course equals three credits).

3. In recognition of the fact that there is a great diversity among Departments in the COE as to the specific nature of their work, the COE Workload Assignment Policy and Guidelines is intended to provide the basic principles on which faculty workload assignment and distribution decisions are based. Each Department shall develop a Workload Policy consistent with these guidelines; except for Departments that choose to defer in writing to the COE Workload Policy. The Dean of the COE must approve all Department Workload Policies or deferrals. Copies of all workload policies will be kept on file and assessable in the Dean’s Office of the COE.

4. The workload policy guidelines below shall apply to full-time, academic tenure-track faculty, with teaching responsibilities. Part-time tenure-track faculty with teaching responsibilities will have workload assignments prorated to the percentage of their appointment. It shall not apply to nontenure-track (Rank 0) appointments, those who have administrative or nonteaching appointments, part-time instructors, or support staff. Nontenure-track (Rank 0) employees with teaching responsibilities generally will teach four courses per semester. Nontenure-track workload assignments, however, may be negotiated to include other responsibilities, such as directing a laboratory, advising, or other duties. The reassignment and other teaching assignment categories may be used to designate the other responsibilities negotiated in the nontenure-track employees’ workload assignments.

5. Under very limited circumstances, a tenured faculty member may request a four (4) course (one course equals three credits) per semester teaching load in lieu of any requirements for research or creative activity. This is known as a Teaching-Track
Assignments for teaching-track faculty must be approved by their Department Chairperson, COE Dean, and the Executive Vice President and Provost. Annual evaluations will be based solely on teaching and service activities. A return to regular faculty status, and the return to the standard University instructional requirement for all full-time, tenure-track faculty of three (3) courses per semester, can be negotiated at any time.

**6.** Numerous factors such as promotion and tenure status, Departmental capability to cover for proposed reassigned time, and the compelling nature of a proposal or need to effect a reduction shall be considered by the Chair in approving and/or assigning modified workloads.

**B. Faculty Responsibilities Related to Policies and Guidelines**

See UNLV Bylaws, Chapter 3, Sections 2.4 and 5.1; UNLV Bylaws located at: <http://blue.scsr.nevada.edu/Handbook/title-5/t5-CH06.doc_cvt.htm#t5c6s1>.

It is understood that all faculty members will fulfill their individual obligations as detailed in the UNLV Bylaws, the COE Bylaws, and all other applicable governing documents.

**II. BASIC PRINCIPLES OF COE WORKLOAD ASSIGNMENT POLICY AND GUIDELINES**

**A.** Seminal activities to the Mission of the University (see Section V.) and to the COE are teaching; research, creative, or scholarly work; advising; administrative and governance service; professional development; maintaining currency in academic discipline; public, professional, and institutional service; developing curriculum and other instructional enhancements; and resource procurement. Any of these would serve as justification for requesting and / or being assigned workload reassignments and / or other teaching assignments.

**B.** All COE workload assignments must be consistent with the standard University instructional requirements; and the applicable workload guidelines, procedures, and policies of the specific Departments. In addition, all reassignments and other teaching assignments must be requested and / or assigned, documented, and approved each semester as outlined in this document, with the respective Department Bylaws and Workload Policies governing each faculty member detailing the specific requirements. These requests and / or assignments will be documented and approved when the schedules are finalized each semester. Reassignments and other teaching assignments are made on a case-by-case basis, and are not automatic. Faculty can expect that the inability to complete proposed activities may result in denial of future requests, or cancellation of reassignments and or other teaching assignments that may have been pre-approved.

**C.** Summer assignments are not considered part of the academic year workload assignments for a B-contract faculty member. A faculty member who assumes additional teaching, advising, or other responsibilities during the summer may be compensated by means of a Letter of Appointment (LOA) for an agreed-upon amount, a supplemented contract, or in
exceptional circumstances request reassignment during the academic year. Faculty members may request to do additional work in the summer for no additional remuneration, and request that these additional summer assignments offset their fall or spring semester workload assignments in exceptional circumstances depending upon the curricular needs of the students. This would include those faculty members who teach in alternative summer semester programs. These requests must be approved in advance by the faculty member’s Department Chairperson; Dean; and the Executive Vice President and Provost.

D. Teaching assignments will not be reduced to zero over an academic year except in the case of sabbatical leave, professional development leave, research buy-out, fellowship leave (e.g., Fulbright), temporary assignment to a major university position (e.g., Interim Dean, Assistant to the President), or other approved assignments. Any assignments, reassignments, and/or other teaching assignments which bring the faculty member’s teaching assignments to zero must be approved in advance by the faculty member’s Department Chairperson; Dean; and Executive Vice President and Provost.

E. A reassignment will not be automatically granted if a faculty member’s course fails to enroll a sufficient number of students as defined by the University. The faculty member may be assigned to teach a course ordinarily taught by a part-time instructor or by a graduate assistant; or, the faculty member may request to teach an overload the following semester without additional compensation or request another type of reassignment. These assignments and/or reassignments must be approved by the faculty member’s Department Chairperson and Dean.

F. A faculty member may teach a classroom, laboratory, or equivalent course for a Unit other than their own; such as Women’s Studies, the Honors Program, or in any other Department, School, Program, or interdisciplinary program; and that course will be considered part of the faculty member’s standard University instructional teaching assignment. The faculty member’s Department Chairperson must approve this assignment.

G. Overload teaching assignments must be approved by the faculty member’s Department Chairperson and the COE Dean. Faculty with approved teaching overload assignment contracts must continue to fulfill service and research or creative activity obligations. Faculty may not request overload teaching assignments if they have also requested and been approved for reassignment(s) and/or other teaching assignment(s).

H. Each faculty member shall have a reasonable and equitable workload. No single formula for an equitable faculty workload can be applied to each faculty member. Faculty agreed-upon formulae may be used for calculating some aspects of workload.

III. DEPARTMENT WORKLOAD ASSIGNMENTS AND DISTRIBUTION OF RESPONSIBILITIES

Individual workload assignments and distribution of responsibilities will be determined each semester for faculty members in accordance with the mission and priorities of the
University, and the goals of that faculty member’s Department and the COE. All faculty who are governed by the UNLV Workload Assignment Policy and Guidelines must follow the practices and procedures for implementation and record keeping in accordance with the general guidelines of this Policy. The faculty member requesting each reassignment and/or other teaching assignment must complete the required documentation and obtain approval of all administrators, as required, within their reporting structure. Each request for reassignment and/or other teaching assignment must be documented and approved, and meet the policy and reporting policy requirements appropriate to their Department and the COE. In addition, faculty members will be required to report the results of their reassignment(s) and/or other teaching assignment(s). Faculty can expect that the inability to produce results may result in the denial of future requests and/or the cancellation of reassignments and/or other teaching assignments that may have been pre-approved. All documentation regarding these requests and/or assignments, as well as the results, must be in writing and maintained for purposes of audit by the Department and the COE.

A. Other Teaching Assignments. Teaching, or instructional assignments approved for academic faculty cannot be defined by only using the framework of standard lecture and laboratory courses. There are many other types of teaching assignments that are considered part of the students’ educational experience. Students are either learning when taught within these other structures, or students will benefit from the faculty member’s involvement in these other teaching assignments. These other teaching assignments include, but are not limited to: laboratory teaching and/or supervision, practicum or clinical teaching and/or supervision, field experience, direction of independent study, supervision of internships/externships, thesis and dissertation supervision, involvement with Doctoral and Master’s programs/students, course and curriculum development, and student advisement.

These other types of teaching assignments will be requested and/or assigned each semester, and must be documented and approved in writing as detailed in the Departmental and COE Workload Policy(ies) and Bylaws. For consideration of credit towards the faculty member’s standard instructional requirements, these other teaching assignments must be approved. They are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenure-track faculty member’s standard University instructional requirement of three (3) courses per semester.

Other Teaching Assignments may be requested and/or assigned for the following activities with the approval of the faculty member’s Department Chairperson and the COE Dean.

1. Supervision and/or Teaching of Students in Laboratories, Clinics, Practicums, Internships, Externships, Field Experience, Workshops, Seminars, and/or Other Similar Educational Settings. Other teaching assignment credits may be requested and/or assigned for these responsibilities. The credits approved for these duties will be determined through negotiation between the Chair and faculty with consideration given to level, nature of responsibilities, and amount of faculty involvement.
2. Teaching Assignment Offset in Another Semester or Summer Term. Other teaching assignments may be requested and/or assigned for teaching an overload in another semester or in an alternative summer semester program, without additional compensation under exceptional circumstances depending upon the curricular needs of the students. This other teaching assignment would compensate for the additional assignment/overload in another semester. Such an exchange must be approved by the faculty member’s Department Chairperson, the COE Dean, and the Executive Vice President and Provost.

3. Teaching of Large Sections. Other teaching assignment credits may be requested and/or assigned for teaching large sections. The Department Chair shall negotiate with the faculty member teaching reassignment credits for sections that have significantly larger enrollment than is typical for the course.

4. Doctoral Program Involvement. Other teaching assignment credits may be requested and/or assigned based on the faculty member’s involvement with the Department’s Doctoral programs. This could include, but not be limited to: development of a new Doctoral Program; working with and/or advising a number of Doctoral students; responsibility for interviewing prospective Doctoral students, evaluating Doctoral-program admission applications; and/or the successful completion of a specified number of dissertations or equivalent projects/documents by a faculty member’s Doctoral students. The faculty member’s role and responsibilities with the Department’s Doctoral students and/or Doctoral program(s) must be detailed in order to request this other teaching assignment. Reassignments will be determined through negotiation between the Chair and faculty with consideration given to nature of responsibilities, amount of faculty involvement, and what is in the best interest of the program and students.

5. Master’s / Specialist’s Program Involvement. Other teaching assignment credits may be requested and/or assigned based on the faculty member’s involvement with the Department’s Master's/Specialist programs. This could include, but not be limited to: development of a new Master's/Specialist's Program; working with and/or advising a number of Master's/Specialist's students, responsibility for interviewing prospective Master's/Specialist's students, evaluating Master's/Specialist's-program admission applications; and/or the successful completion of a specified number of theses/equivalent projects by a faculty member's Master's/Specialist's students. The faculty member's role and responsibilities with the Department's Master's/Specialist's students and/or Master's/Specialist's program(s) must be detailed in order to request this other teaching assignment. Reassignments will be determined through negotiation between the Chair and faculty with consideration given to nature of responsibilities, amount of faculty involvement, and what is in the best interest of the program and students.

6. Course and Curriculum Development. Other teaching assignment credits may be requested and/or assigned for extensive or unusual demands in the development of new courses or major revisions of courses or responsibility for the evaluation of
and/or the restructuring of a Department’s curriculum. **Reassignments will be determined through negotiation between the Chair and faculty with consideration given to level, nature of responsibilities, and amount of faculty involvement.**

7. Innovative Teaching. Other teaching assignment credit may be requested and / or assigned for team teaching, group-based instruction, and other nontraditional approaches to classroom instruction where extra preparation time or a higher than normal rate of student contact hours is required. **Reassignments will be determined through negotiation between the Chair and faculty with consideration given to level, nature of responsibilities, and amount of faculty involvement.**

8. Independent Study. Other teaching assignment credits may be requested and/or assigned based on a specified number of student credit hours in independent study. **The formula for reassignments will be determined through negotiation between the Chair and faculty with consideration given to level, nature of responsibilities, and amount of faculty involvement.**

9. Collaboration Efforts. Other teaching assignment credits may be requested and/or assigned for collaboration efforts across faculty, colleges, Departments within the COE, or with schools or school districts, governmental agencies, professional organizations, or corporate agencies where extra preparation and implementation time is required. **Reassignments will be determined by negotiation between the Chair and faculty with consideration given to nature of responsibilities, benefit to the Department, and amount of faculty involvement.**

10. Teaching in Interdisciplinary Programs. A faculty member may teach a course for inter-disciplinary programs (e.g., Women’s Studies, Liberal Studies, the Honors Program, or any other inter-disciplinary program) and count that course as part of the normal Department teaching load with the consent of the chairperson of the home Department given the resources necessary to replace the faculty member for the time required. **The Department Chair shall negotiate with the other affected Department to determine inter-Departmental transfer of funds if necessary.**

B. Reassignments. These may include, but are not limited to the following: research related to scholarly and creative work in the faculty member’s discipline aimed at specific results (e.g., books, articles, reports, and artistic creations or performances); and / or service to the University community, and/or profession, including research, creative activity, consultation, administration, or other services directed toward the University or professional association to which the faculty member belongs and for which the faculty member is not compensated monetarily.

Reassignments may be requested and/or assigned each semester, and must be documented and approved in writing as detailed in these Bylaws. They are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenure-track faculty member’s standard University instructional requirement of three (3) courses
per semester. Reassignments may be requested and/or assigned for one or more of the following activities:

1. Scholarship. Reassignments may be requested and/or assigned for the preparation of articles, books, reports, and other manuscripts for publication. **Approval for reassignment will be negotiated based upon program needs and extensive scholarship needs beyond what is normally expected.**

2. Professional Development Related to Research or Creative Activity and/or Instruction. Reassignments may be requested and/or assigned for the purposes of preparing a new area of research, creative activity, and/or instruction; and/or enhancing instruction skills or learning new material in order to stay current in the faculty member’s established field. **Reassignments will be determined by negotiation between the Chair and faculty with consideration given nature of responsibilities, benefit to the Department, and amount of faculty involvement.**

3. Research and Development Related to Proposal Preparation. Reassignment may be requested if a faculty member is preparing a proposal for which the faculty member would be the Project Director. It is not necessary that the proposal be funded during the semester a reassignment is approved, but it should be submitted for review to a funding agency during that semester. **Reassignments will be determined by negotiation between the Chair and faculty with consideration given nature of responsibilities, benefit to the Department, and amount of faculty involvement.**

4. Research or Creative Activity Supervision/Project Director. Reassignment may be requested if the faculty member is the Principal Investigator, Chief Administrator, or Director/Supervisor of a Creative Activity supported by a grant or contract funded by extramural sources for which the University receives indirect cost remuneration. Whenever possible, compensation must be returned to the University to cover costs of replacing the faculty member with the grant or contract funding. Reassignment would not be approved for summer research. **Reassignments will be determined by negotiation between the Chair and faculty with consideration given to nature of responsibilities, benefit to the Department, and amount of faculty involvement.**

5. Department Chair/Assistant Chair, Program Director, or other administrative assignment. Reassignments may be requested by these faculty members for their administrative duties. Reassignment credits will vary depending on the size/complexity of the Department or Program; the number and level of degree programs offered; and/or whether the faculty member has the major responsibility for the administration and supervision of the Unit. Faculty will negotiate this reassignment with the Department Chairperson or the COE Dean.

6. Graduate Coordinator / Undergraduate Coordinator. Reassignments may be requested and/or assigned for this category and will vary depending upon the number and level of degree programs offered; if the faculty member has the major advising responsibilities for the Department’s graduate or undergraduate program(s); the
number of students actively enrolled in the program(s); and / or if the faculty member has major advising responsibilities and / or is responsible for scheduling (classes and / or faculty) and curriculum development for the Department’s graduate or undergraduate program(s). Faculty will negotiate this reassignment with the Department Chairperson.

7. Other Administrative Assignments and / or Other Major University, COE, or Department Service. Reassignments may be requested and / or assigned for other administrative assignments / duties (e.g., Director of Internships, Computer Coordinator); and / or for serving as Chair of a significant committee / task force, serving on multiple committees / task forces (for Department, College, and / or University), serving as Faculty Senate Chair, or other similar service-intensive positions. Faculty will negotiate this reassignment with the Department Chairperson or the COE Dean.

8. Service to Profession. These reassignments would include Editor / Associate Editor / Assistant Editor of a Professional Journal; Convention / Program Chair; Officer of a Professional Association; and / or other comparable service to the faculty member’s profession. Reassignments may be requested if the faculty member has primary responsibility for the review and selection of manuscripts; or if it appears the scope and responsibilities of the journal position warrant reassignment. Reassignments may be requested for service as the Program Chair or local arrangements Chair of a major convention of the discipline; and / or for service as an officer of a regional or national professional association, depending upon the scope and responsibilities of the position. Faculty will negotiate this reassignment with the Department Chairperson or the COE Dean.

9. Newly Hired Faculty. Newly hired faculty in tenure track-positions, who are not hired with tenure, may negotiate a one-time reassignment of a three-credit course (or its equivalent) during the first three years of employment. The documentation for these requests must detail the purpose using one of the other categories of reassignments and/or other teaching assignments. Faculty will negotiate this reassignment with their Department Chairperson.

10. Leave. This category of reassignment is used when a specific type of leave has been approved by the Department Chairperson and COE Dean (e.g., sabbatical, faculty development, medical).

IV. PRIVATE PROFESSIONAL WORK, CONSULTING, AND OUTSIDE EMPLOYMENT

Private professional work, consulting, outside employment, and other bases of supplemental compensation should not be a factor in workload assessment and determination in any University of Nevada, Las Vegas workload assignments, requests for reassignments, and / or requests for other teaching assignments. Workload reassignments and / or other teaching assignments shall not be requested, assigned, and / or approved for any extra-compensation activities.
I. INTRODUCTION

A. General Policy Statement

1. The distribution of workload assignments for a tenure-track academic faculty member in the College of Engineering (COE) will be determined in accordance with the mission and priorities of the University, our College and the goals and needs of each faculty member's Department/School. All workload assignments shall be consistent with the UNLV Workload Assignment Policy and Guidelines, the applicable sections of the Board of Regents’ Handbook, and the bylaws of the University, our College, as well as the bylaws of the faculty member’s Department/School. Each faculty member’s workload will be distributed over an agreed-upon allocation of activity in the areas of teaching, research or creative activity, and service. It is the responsibility of all faculty members to be engaged in the pursuit of excellence in generating, transmitting, applying, and preserving knowledge.

2. The standard COE instructional requirement for all full-time, tenure-track faculty is three (3) courses per semester (one course equals three credits). Some COE Units may define
workload assignments in terms of contact hours rather than credit hours. The specific formula based on contact hours must be specified in the applicable governing Workload Policy (ies) of each Department/School. The nature of academic work dictates against a standardized definition of work in terms of hours (e.g., 40-hour work week).

3. In recognition of the fact that there is a great diversity among Departments/Schools as to the specific nature of their work, the COE Workload Policy and is intended to provide the basic principles on which faculty workload assignment and distribution decisions are based. Each Department/School shall develop a Workload Policy consistent with University and COE guidelines except for Departments/Schools that choose to defer in writing to this COE Workload Policy and COE Department/School Alternative Workload Policy (at the end of this policy). All Departments’/Schools’ Workload Policies or deferrals must be approved by the COE Dean. Copies of all workload policies and/or deferrals will be kept on file in the COE Dean’s Office, as well as Executive Vice President and Provost’s Office. These policies and/or deferrals will be accessible to members of the President’s Office at all times.

4. The workload policy guidelines below shall apply to full-time, academic tenure-track faculty, with teaching responsibilities. Part-time tenure-track faculty with teaching responsibilities will have workload assignments prorated to the percentage of their appointment. It shall not apply to non-tenure-track (Rank 0) appointments, those who have administrative or nonteaching appointments, part-time instructors, or support staff. Nontenure-track (Rank 0) employees with teaching responsibilities generally will teach four courses per semester. Nontenure-track workload assignments, however, may be negotiated to include other responsibilities, such as directing a laboratory, advising, or other duties. The reassignment and other teaching assignment categories may be used to designate the other responsibilities negotiated in the nontenure-track employees’ workload assignments.

5. Under very limited circumstances, a tenured faculty member may request a four (4) course (one course equals three credits) per semester teaching load in lieu of any requirements for research or creative activity. This is known as a Teaching-Track Assignment. Assignments for teaching-track faculty must be approved by the Chair/Director, Dean, and the Executive Vice President and Provost. Annual evaluations will be based solely on teaching and service activities. A return to regular faculty status, and the return to the standard University instructional requirement for all full-time, tenure-track faculty of three (3) courses per semester, can be negotiated at any time.

B. Faculty Responsibilities Related to Policies and Guidelines

See UNLV Bylaws, Title 5, Chapter 6, Chapter III, Sections 2.4 and 5.1; UNLV Bylaws are located at:
It is understood that all faculty members will fulfill their individual obligations as detailed in the UNLV Bylaws, COE Bylaws, and all other applicable governing documents. Each faculty member is asked to pay particular attention to the following section of the UNLV Bylaws:

*Title 5, Chapter 6, Chapter III, Section 5. Individual Faculty Responsibilities*

5.1 Each academic unit shall establish guidelines to ensure that all-academic faculty maintain a predictable number of office hours during the regularly scheduled semesters. Office hours shall be posted and the faculty shall be available to students, colleagues, and others during these times.

(B/R 5/93)

*For Academic Faculty.* It is understood that all academic faculty members will fulfill their individual obligations:

A. To their students by meeting classes as scheduled, evaluating academic performance fairly, counseling students;

B. To their departments [units] and university by carrying through with the workload commitment in accordance with college [school] bylaws;

C. To their profession and discipline to attain the terminal degree and to continue their professional development;

D. To the university community.

II. BASIC PRINCIPLES OF COE WORKLOAD POLICY

A. Seminal activities to the Mission of the University (see Section V.) and COE are teaching; research; artistic, creative, cultural exhibition, and performance activities; advising; administrative and governance service; professional development; maintaining currency in academic discipline; public, professional, and institutional service; developing curriculum and other instructional enhancements; and resource procurement. Any of these would serve as justification for requesting and/or being assigned workload reassignments and/or other teaching assignments.

B. All COE workload assignments must be consistent with the standard Board of Regents and University instructional requirements; and the applicable workload guidelines, procedures, and policies of the specific Departments/Schools. In addition, all reassignments and other teaching assignments must be requested and/or assigned, documented, and approved each semester as outlined in this document, with the respective Department/School Bylaws and Workload Policy(ies) governing each faculty member detailing the specific requirements. UNLV policy allows departments and schools to defer to the college policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative
Workload Policy at the end of this document for the guidelines on reassignments and/or other teaching assignments, and the credits to be assigned.

These requests and/or assignments will be documented and approved when the schedules are finalized each semester. Reassignments and other teaching assignments are made on a case-by-case basis, and are not automatic. Faculty can expect that the inability to complete proposed activities may result in denial of future requests, or cancellation of reassignments and/or other teaching assignments that may have been pre-approved.

C. Summer assignments are not considered part of the academic year workload assignments for a B-contract faculty member. A faculty member who assumes additional teaching, advising, or other responsibilities during the summer may be compensated by means of a Letter of Appointment (LOA) for an agreed-upon amount, a supplemented contract, or in exceptional circumstances request reassignment and/or other teaching assignments during the academic year. Faculty members may request to do additional work in the summer for no additional remuneration, and request that these additional summer assignments offset their fall or spring semester workload assignments in exceptional circumstances depending upon the curricular needs of the students. This would include those faculty members who teach in alternative summer semester programs. These requests must be approved in advance by the faculty member’s Supervisor; COE Dean; and the Executive Vice President and Provost.

D. Teaching assignments will not be reduced to zero over an academic year except in the case of sabbatical leave, professional development leave, research buy-out, fellowship leave (e.g., Fulbright), temporary assignment to a major university position (e.g., Interim Dean, Assistant to the President), or other approved assignments. Any assignments, reassignments, and/or other teaching assignments which bring the faculty member’s teaching assignments to zero must be approved in advance by the faculty member’s Supervisor, COE Dean, and the Executive Vice President and Provost.

E. A reassignment and/or other teaching assignment will not be automatically granted if a faculty member’s course fails to enroll a sufficient number of students as defined by the University. The faculty member may be assigned to teach a course ordinarily taught by a part-time instructor or by a graduate assistant; or, the faculty member may request to teach an overload the following semester without additional compensation or request another type of reassignment and/or other teaching assignment. These other teaching assignments and/or reassignments must be approved by the faculty member’s Supervisor and COE Dean.

F. Teaching in Interdisciplinary Programs and/or Other Departments, Schools, Programs, Units. A faculty member may teach a classroom, laboratory, or equivalent course for a Unit other than their own; such as Women’s Studies, the Honors Program, or in any other Department, School,
Program, or interdisciplinary program; and that course will be considered part of the faculty member’s standard University instructional teaching assignment. The faculty member’s Supervisor must approve this assignment.

G. Overload. Overload teaching assignments must be approved by the faculty member’s Supervisor and COE Dean. Faculty with approved teaching overload assignment contracts must continue to fulfill service and research or creative activity obligations. Faculty may not request overload teaching assignments if they have also requested and been approved for reassignment(s) and/or other teaching assignment(s).

III. WORKLOAD ASSIGNMENTS AND DISTRIBUTION OF RESPONSIBILITIES

Individual workload assignments and distribution of responsibilities will be determined each semester for faculty members in accordance with the mission and priorities of the University, the goals of the COE, and the faculty member’s Department/School. All faculty who are governed by the UNLV Workload Assignment Policy and Guidelines must follow the practices and procedures for implementation and record keeping in accordance with the general guidelines of that Policy. The faculty member requesting each reassignment and/or other teaching assignment must complete the required documentation and obtain approval of all administrators, as required, within their reporting structure. Each request for reassignment and/or other teaching assignment must be documented and approved, and meet the policy and reporting policy requirements appropriate to their Department/School and the COE. In addition, faculty members will be required to report the results of their reassignment(s) and/or other teaching assignment(s). Faculty can expect that the inability to produce results may result in the denial of future requests and/or the cancellation of reassignments and/or other teaching assignments that may have been pre-approved. All documentation regarding these requests and/or assignments, as well as the results, must be in writing and maintained for purposes of audit in the Department/School and the COE.

A. Other Teaching Assignments. Teaching, or instructional, assignments approved for academic faculty cannot be defined by only using the framework of standard lecture and laboratory courses. There are many other types of teaching assignments that are considered part of the students’ educational experience. Students are either learning when taught within these other structures, or students will benefit from the faculty member’s involvement in these other teaching assignments. These other teaching assignments include, but are not limited to: laboratory teaching and/or supervision, practicum or clinical teaching and/or supervision, field experience, direction of independent study, supervision of internships/externships, thesis and dissertation supervision, involvement with Doctoral and Master’s programs/students, course and curriculum development, and student advisement.
These other types of teaching assignments will be requested and/or assigned each semester, and must be documented and approved in writing as detailed in the respective Department/School Workload Policy(ies) and Bylaws. UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines for other teaching assignments and the credits that may be requested and/or assigned. For consideration of credit towards the faculty member’s standard instructional requirements, these other teaching assignments must be approved. They are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenure-track faculty member’s standard University instructional requirement of three (3) courses per semester.

Other Teaching Assignments may be requested and/or assigned for the following activities with the approval of the faculty member’s Chair/Director and COE Dean. The guidelines and the credits to be assigned for each of these will be detailed in the applicable Department’s/School’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on other teaching assignments and the credits to be requested and/or assigned.

1. Supervision and/or Teaching of Students in Laboratories, Clinics, Practicums, Internships, Externships, Field Experience, Workshops, Seminars, and/or Other Similar Educational Settings. Other teaching assignment credits may be requested and/or assigned for these responsibilities. The credits approved for these duties would be determined by the number of credit hours and/or required student contact hours as specified in the applicable Department’s/School’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on other teaching assignments and the credits to be requested and/or assigned.

2. Teaching Assignment Offset in Another Semester or Summer Term. Other teaching assignments may be requested and/or assigned for teaching an overload in another semester or in an alternative summer semester program, without additional compensation under exceptional circumstances depending upon the curricular needs of the students. This other teaching assignment would compensate for the additional assignment/overload in another semester. The guidelines for these assignments must be specified in the applicable governing Units’ Workload Policy(ies). UNLV policy allows departments and schools to defer to the
College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on other teaching assignments and the credits to be requested and/or assigned. Such an exchange must be approved by the faculty member’s Supervisor, COE Dean, and the Executive Vice President and Provost.

3. Teaching of Large Sections. Other teaching assignment credits may be requested and/or assigned for teaching large sections. The credits approved for this assignment must be based on a formula established using the class size and/or other variables as determined by the faculty member’s Department/School and detailed in that Unit’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on other teaching assignments and the credits to be requested and/or assigned.

4. Doctoral Program Involvement. Other teaching assignment credits may be requested and/or assigned based on the faculty member’s involvement with the Department’s/School’s Doctoral programs. This could include, but not be limited to: development of a new Doctoral Program; working with and/or advising a number of Doctoral students; responsibility for interviewing prospective Doctoral students, evaluating Doctoral-program admission applications; and/or the successful completion of a specified number of dissertations or equivalent projects/documents by a faculty member’s Doctoral students. The faculty member’s role and responsibilities with the Department’s/School’s Doctoral students and/or Doctoral program(s) must be detailed in order to request this other teaching assignment. Guidelines for the approval of these assignments and the credits to be assigned must be specified in the applicable Department’s/School’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on other teaching assignments and the credits to be requested and/or assigned.

5. Master’s/Specialist’s Program Involvement. Other teaching assignment credits may be requested and/or assigned based on the faculty member’s involvement with Master’s/Specialist’s programs. This could include, but not be limited to: development of a new Master’s/Specialist’s Program; working with and/or advising a number of Master’s/Specialist’s students; responsibility for interviewing prospective Master’s/Specialist’s students, evaluating Master’s/Specialist’s-program admission applications; and/or the successful completion of a specified number of theses/equivalent projects by a faculty
member’s Master’s/Specialist’s students. The faculty member’s role and responsibilities with the Department’s/School’s Master’s/Specialist’s students and/or Master’s/Specialist’s program(s) must be detailed in order to request this other teaching assignment. Guidelines for the approval of these assignments and the credits to be assigned must be specified in the applicable Department’s/School’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on other teaching assignments and the credits to be requested and/or assigned.

6. Course and Curriculum Development. Other teaching assignment credits may be requested and/or assigned for extensive or unusual demands in the development of new courses or responsibility for the evaluation of and/or the restructuring of a Unit’s curriculum. Guidelines for the approval of these assignments and the credits to be assigned must be specified in the applicable governing Units’ Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on other teaching assignments and the credits to be requested and/or assigned.

7. Innovative Teaching. Other teaching assignment credit may be requested and/or assigned for team teaching, group-based instruction, and other nontraditional approaches to classroom instruction where extra preparation time or a higher than normal rate of student contact hours is required. Guidelines for the approval of these assignments and the credits to be assigned must be specified in the applicable Department’s/School’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on other teaching assignments and the credits to be requested and/or assigned.

8. Independent Study. Other teaching assignment credits may be requested and/or assigned based on a specified number of student credit hours in independent study. Guidelines for the approval of the number of credits for this assignment must be based on a formula (i.e., number of independent study credits equivalent to one [1] credit of classroom lecture credit) established and detailed in the faculty member’s Department’s/School’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the college policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE
Department/School Alternative Workload Policy at the end of this document for the guidelines on other teaching assignments and the credits to be requested and/or assigned.

B. Reassignments. These may include, but are not limited to the following: research related to scholarly and creative work in the faculty member’s discipline aimed at specific results (e.g., books, articles, reports, and artistic creations or performances); and/or service to the University community, and/or profession, including research, creative activity, consultation, administration, or other services directed toward the University or professional association to which the faculty member belongs and for which the faculty member is not compensated monetarily.

Reassignments may be requested and/or assigned each semester, and must be documented and approved in writing as detailed in the faculty member’s respective Department’s/School’s Workload Policy(ies) and Bylaws. UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

They are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenure-track faculty member’s standard University instructional requirement of three (3) courses per semester. Reassignments may be requested and/or assigned for one or more of the following activities:

1. Scholarship/Creative Activity. Reassignments may be requested and/or assigned for the preparation of articles, books, reports, and other manuscripts for publication, and the preparation of creative performances or exhibits. Guidelines for approving these reassignments must be specified in the applicable Department’s/School’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

2. Professional Development Related to Research or Creative Activity and/or Instruction. Reassignments may be requested and/or assigned for the purposes of ordering, installing, and/or testing new laboratory equipment, studio facilities, or instrumentation related to research, creative activities, and/or instruction; preparing a new area of research, creative activity, and/or instruction; and/or enhancing instruction skills or learning new material in order to stay current in the faculty member’s established field. Guidelines for approving these reassignments must be specified in the applicable Department/School’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.
School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

3. Participation in Performance Groups and/or Creative Exhibits. Reassignments may be requested and/or assigned for participation in performance groups (e.g., Sierra Wind Quintet, Mariposa Trio) and/or creative exhibits related to the faculty member’s field. Guidelines for approving these reassignments must be specified in the applicable Department’s/School’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

4. Research and Development Related to Proposal Preparation. Reassignment may be requested if a faculty member is preparing a proposal for which the faculty member would be the Project Director. It is not necessary that the proposal be funded during the semester a reassignment is approved, but it should be submitted for review to a funding agency during that semester. Guidelines for approving these reassignments must be specified in the applicable School’s/Department’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

5. Research or Creative Activity Supervision/Project Director. Reassignment may be requested if the faculty member is the Principal Investigator, Chief Administrator, or Director/Supervisor of a Creative Activity supported by a grant or contract funded by extramural sources for which the University receives indirect cost remuneration. Whenever possible, compensation must be returned to the University to cover costs of replacing the faculty member with the grant or contract funding. Reassignment would not be approved for summer research. Guidelines for approving these reassignments must be specified in the applicable Department’s/School’s Workload Policy(ies). UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

6. Department Chair, School Director, Program Director, Institute Director, or other administrative assignment. Reassignments may be requested by these faculty members for their administrative duties. Reassignment credits will vary depending on the size/complexity
of the Department, School, Program, Institute, or Unit; the number and level of degree programs offered; and/or whether the faculty member has the major responsibility for the administration and supervision of a Facility or Unit. Faculty may negotiate this reassignment with the COE Dean, unless their unit has deferred to the College policy. UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

7. Graduate Coordinator/Undergraduate Coordinator. Reassignments may be requested and/or assigned for this category and will vary depending upon the number and level of degree programs offered; if the faculty member has the major advising responsibilities for the Department’s/School’s graduate or undergraduate program(s); the number of students actively enrolled in the program(s); and/or if the faculty member has major advising responsibilities and/or is responsible for scheduling (classes and/or faculty) and curriculum development for the Department’s/School’s graduate or undergraduate program(s). Faculty will negotiate this reassignment with their Chair/Director, unless their unit has deferred to the College policy. UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

8. Other Administrative Assignments and/or Other Major University or Unit Service. Reassignments may be requested and/or assigned for other administrative assignments/duties (e.g., Director of Internships, Curator, Computer Coordinator); and/or for serving as Chair of a significant committee/task force, serving on multiple committees/task forces (for faculty member’s Unit[s], College/Division, and/or University), serving as Faculty Senate Chair, serving as NCAA representative, or other similar service-intensive positions. Faculty will negotiate this reassignment with their Chair/Director unless their unit has deferred to the College policy. UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

9. Service to Profession. These reassignments would include Editor/Associate Editor of a Professional Journal; Convention/Program Chair; Officer of a Professional Association; and/or other comparable service to the faculty member’s profession. Reassignments may be requested if the faculty member has primary responsibility for the review and selection of
manuscripts; or if it appears the scope and responsibilities of the journal position warrant reassignment. Reassignments may be requested for service as the Program Chair or local arrangements Chair of a major convention of the discipline; and/or for service as an officer of a regional or national professional association, depending upon the scope and responsibilities of the position. Faculty will negotiate this reassignment with their Chair/Director, unless their unit has deferred to the College policy. UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

10. Newly Hired Faculty. Newly hired faculty in tenure track-positions, who are not hired with tenure, may negotiate a one-time reassignment of a three-credit course (or its equivalent) during the first three years of employment. The documentation for these requests must detail the purpose using one of the other categories of reassignments and/or other teaching assignments. Faculty will negotiate this reassignment with their Chair/Director, unless their unit has deferred to the College policy. UNLV policy allows departments and schools to defer to the College policy, with approval of the Dean. If your department or school has filed a deferral, refer to the COE Department/School Alternative Workload Policy at the end of this document for the guidelines on reassignments and the credits to be requested and/or assigned.

11. Leave. This category of reassignment is used when a specific type of leave has been approved by the applicable Chair/Director or Dean (e.g., sabbatical, faculty development, medical).

C. Reassignments and/or other teaching assignments shall not be requested, assigned, and/or approved for the following:

1. Any private, professional services including, but not limited to, consulting, performance/exhibits, expert witness services, contract work, or other employment where there is remuneration over and above the faculty member’s University compensation.

2. Community service activity that is not consistent with a faculty member’s area of teaching and/or research or creative activity expertise.

3. Instruction, workshop organization, conference planning, curriculum development, clinical work for licensing requirements, and/or creative performance for any program where there is remuneration over and above the faculty member’s University compensation.

IV. PRIVATE PROFESSIONAL WORK, CONSULTING, AND OUTSIDE EMPLOYMENT

Private professional work, consulting, outside employment, and other bases of supplemental compensation should not be a factor in workload assessment and determination in any University of
Nevada, Las Vegas workload assignments, requests for reassignments, and/or requests for other teaching assignments. Workload reassignments and/or other teaching assignments shall not be requested, assigned, and/or approved for any extra-compensation activities. For the current UNLV Policy on Private Professional Work and other related policies; see <http://www.unlv.edu/Research/about/about_policies_private.html>.

V. UNIVERSITY OF NEVADA, LAS VEGAS MISSION STATEMENT AND GOALS

The COE Workload Assignment Policy and Guidelines shall be consistent with the academic mission of the University and College of Engineering as represented by the respective Mission Statements. For the current UNLV Mission Statement, see <http://www.unlv.edu/pubs/planning/>.

The goals from the University’s and College’s Strategic Plans, inasmuch as they reflect activities that are important to the University’s and College’s purposes, shall guide and inform the COE Workload Assignment Policy and Guidelines. For the current Strategic Plan, see the University of Nevada, Las Vegas, Academic Master Plan at: <http://www.unlv.edu/pubs/planning/masterPlan.html>.

VPAA:bjwr:2/15/07
I. INTRODUCTION

Section I.A of the COE Workload Policy calls on departments or schools within the College of Engineering to develop specific workload policies to define the level of course reassignment and/or other teaching assignments based on specific faculty activity. Departments and schools are permitted to defer to this alternative workload policy, if they do not develop their own (I.A.3).

II. STANDARD WORKLOAD ASSIGNMENT

A. The standard workload assignment is 3 courses (9 credit hours) per semester for full-time, tenure-track faculty on a type-B contract (9 month). See Board of Regents’ Handbook, Title 4, Chapter 3, Section 3 located at: <http://system.nevada.edu/Board-of-R/Handbook/Title-4/T4-CH03.doc_cvt.htm#t4c3s1>. For faculty on a 51% tenure-track appointment, their workload will be prorated to the percentage of their appointment per the UNLV Workload Assignment Policy and Guidelines, Section I.A.4.

B. Workload, reassignment and/or other teaching assignments, and activities that justify reassignment and/or other teaching assignments are defined in the COE Workload Policy.

C. The minimum teaching workload for a full-time, tenure track faculty member on a type-B contract is 1 course (3 credit hours) per semester, unless the faculty member “buys out” courses as defined in the COE Buyout Policy. Minimum teaching workload for 51% tenure-track faculty is 1 course (3 credit hours) per year. Workload reassignment(s) and/or other teaching assignments cannot bring down the teaching workload below these minima, except for the reasons described in II.D. of the COE Workload Policy.

III. REASSIGNMENT FOR SPECIFIC FACULTY ACTIVITIES

A. Reassignment for various faculty activities are described in Table 1. Reassignment(s) and/or other teaching assignment(s) requested by faculty time are subject to the approval by the faculty member's supervisor and by the Dean, and in some instances by the Executive Vice President and Provost (i.e., A.2.).
<table>
<thead>
<tr>
<th>Workload</th>
<th>Policy</th>
<th>Course Limitations</th>
<th>Section</th>
<th>Equivalent</th>
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<tr>
<td></td>
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<td>II.A.1</td>
<td>Student Supervision variable</td>
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<td>This category involves course equivalency for faculty involved in teaching student laboratories, internships, practicums, workshops, etc. Departments/schools must create distinct courses in these areas to allow faculty to obtain credit for these methods of instruction.</td>
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<td>III.A.2</td>
<td>Teaching Assignment in Another Term 1</td>
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<td>A maximum of one course may be deferred to another semester.</td>
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<td>III.A.3</td>
<td>Teaching of Large Sections 0.5</td>
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<td>For 1XX or 2XX course reassignment, more than 80 enrolled at the third week.</td>
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<td>For 3XX or 4XX course reassignment, more than 60 enrolled at the third week.</td>
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<td>III.A.4</td>
<td>Doctoral Program Involvement 1</td>
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<td>Primary author of doctoral proposal for a school or department.</td>
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<td>0.5</td>
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<td>Committee chair of more than 2 doctoral students that have passed qualifying exams.</td>
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<td>III.A.5</td>
<td>Master's Program Involvement 1</td>
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<td>Primary author of master's program proposal.</td>
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<td>Committee chair of more than 15 master's students pursuing the thesis option.</td>
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<td>III.A.6</td>
<td>Course and Curriculum Development 1</td>
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<td>Primary author of new curriculum that includes the writing of new course proposals.</td>
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<td>0.25 per year</td>
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<td>Authorship of proposal for new course that meets needs described in the unit's strategic plan.</td>
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<td>III.A.7</td>
<td>Innovative Teaching 0.5</td>
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<td>Up to 0.5 course equivalent for innovative course development that is not otherwise rewarded.</td>
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<td>III.A.8</td>
<td>Independent Study 0.125 per student</td>
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<td>Instructor of an independent study course.</td>
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<td>III.B.1</td>
<td>Scholarship 1 per semester</td>
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<td>Faculty actively involved in research are reassigned 1 course per semester. Active involvement includes the advising of graduate students, preparation of scholarly articles, preparation of proposals for research funding, and participation in funded research. Research activity that does not involve these items cannot be used for reassignment.</td>
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<td>III.B.2</td>
<td>Professional Development 1 per semester</td>
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<td>Professional development, including new laboratory development, preparation for a new area of research, and development of skills necessary to attract funded research may result in the maximum reassignment of 1 credit-hour per semester.</td>
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<td>III.B.3</td>
<td>Participation in Performance Groups</td>
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<td>This area is pending based on involvement of engineering and computer science faculty with Fine Arts.</td>
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<td>III.B.4</td>
<td>Proposal Preparation 0.5</td>
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<td>Primary authorship of a proposal to an external, competitive agency, totaling over $500,000.</td>
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<td>III.B.5</td>
<td>Research Project Direction 0.25 per year</td>
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<td>PI of a major project (MPP) totaling over $1M per year.</td>
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<td>III.B.6</td>
<td>Chair/Director 3 per year</td>
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<td>Department chair or director of Computer Science or Informatics.</td>
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<td>1 per year</td>
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<td>Director of Construction Management Program.</td>
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<td>III.B.7</td>
<td>Grad./UG Coordinator 1 per year</td>
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<td>Service as program director, assistant or associate dean. **</td>
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<td>III.B.8</td>
<td>Other Administration 1 - 3 per year</td>
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<td>Service as program director, assistant or associate dean. **</td>
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<td>III.B.9</td>
<td>Service to Profession 0.2 per year</td>
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<td>Editor of scholarly journal</td>
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<td>0.25 per year</td>
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<td>Administrator of professional organization at national level.</td>
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<td>III.B.10</td>
<td>Newly Hired Faculty 1 per year</td>
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<td>Reassigned time for first year, only. Per UNLV WLAP&amp;G III.B.10</td>
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<td>III.B.11</td>
<td>Leave All</td>
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<td>Sabbatical, faculty development leave, etc. approved through Faculty Senate leave committees and the Executive Vice President and Provost</td>
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</table>

**Other Administrative duties may be approved on a case-by-case basis.**
COLLEGE OF FINE ARTS (CFA) WORKLOAD POLICY

I. INTRODUCTION

A. General Policy Statement

1. The distribution of workload assignments for a tenure-track academic faculty member in the College of Fine Arts (CFA) will be determined in accordance with the mission and priorities of the University, our College and the goals and needs of each faculty member’s Department/School. All workload assignments shall be consistent with the UNLV Workload Assignment Policy and Guidelines, the applicable sections of the Board of Regents’ Handbook, and the bylaws of the University, our College, as well as the bylaws of the faculty member’s Department/Schools. Each faculty member’s workload will be distributed over an agreed-upon allocation of activity in the areas of teaching, research or creative activity, and service. It is the responsibility of all faculty members to be engaged in the pursuit of excellence in generating, transmitting, applying, and preserving knowledge.

2. The standard CFA instructional requirement for all full-time, tenure-track faculty is three (3) courses per semester (one course equals three credits). Some CFA units may define workload assignments in terms of contact hours rather than credit hours. The specific formula based on contact hours must be specified in the applicable governing Workload Policy(ies). The nature of academic work dictates against a standardized definition of work in terms of hours (e.g., 40-hour work week).

3. In recognition of the fact that there is a great diversity among Departments/Schools as to the specific nature of their work, the CFA Workload Assignment Policy and Guidelines is intended to provide the basic principles on which faculty workload assignment and distribution decisions are based. Each Department/School shall develop a Workload Policy consistent with the University and CFA guidelines; except for Departments and Schools that choose to defer in writing to this CFA Workload Policy. All Departments’/Schools’ Workload Policies or deferrals must be approved by the CFA Dean. Copies of all workload policies will be kept on file in the CFA Dean’s Office as well as Executive Vice President and Provost’s Office. These policies will be accessible to members of the President’s Office at all times.
4. The workload policy guidelines below shall apply to full-time, academic tenure-track faculty, with teaching responsibilities. Part-time tenure-track faculty with teaching responsibilities will have workload assignments prorated to the percentage of their appointment. It shall not apply to nontenure-track (Rank 0) appointments, those who have administrative or nonteaching appointments, part-time instructors, or support staff. Nontenure-track (Rank 0) employees with teaching responsibilities generally will teach four courses per semester. Nontenure-track workload assignments, however, may be negotiated to include other responsibilities, such as directing a laboratory, advising, or other duties. The reassignment and other teaching assignment categories may be used to designate the other responsibilities negotiated in the nontenure-track employees’ workload assignments.

5. Under very limited circumstances, a tenured faculty member may request a four (4) course (one course equals three credits) per semester teaching load in lieu of any requirements for research or creative activity. This is known as a Teaching-Track Assignment. Assignments for teaching-track faculty must be approved by the Chair/Director, Dean, Executive Vice President and Provost. Annual evaluations will be based solely on teaching and service activities. A return to regular faculty status, and the return to the standard University instructional requirement for all full-time, tenure-track faculty of three (3) courses per semester, can be negotiated at any time.

B. Faculty Responsibilities Related to Policies and Guidelines

See UNLV Bylaws, Chapter 3, Sections 2.4 and 5.1; UNLV Bylaws are located at:

<http://blue.scsr.nevada.edu/Handbook/title-5/t5-CH06.doc_cvt.htm#t5c6s1>.

It is understood that all faculty members will fulfill their individual obligations as detailed in the UNLV Bylaws and all other applicable governing documents. Each faculty member is asked to pay particular attention to the following section of the UNLV Bylaws:

Title 5, Chapter 6, Chapter III, Section 5. Individual Faculty Responsibilities.

5.1 Each academic unit shall establish guidelines to ensure that all-academic faculty maintain a predictable number of office hours during regularly scheduled semesters. Office hours shall be posted and the faculty shall be available to students, colleagues, and others during these times. (B/R5/93)
For Academic Faculty. It is understood that all academic faculty members will fulfill their individual obligations:

A. To their students by meeting classes as scheduled, evaluating academic performance fairly, counseling students;

B. To their departments [units] and university by carrying through with the workload commitment in accordance with college [school] bylaws;

C. To their profession and discipline to attain the terminal degree and to continue their professional development;

D. To the university community.

II. BASIC PRINCIPLES OF UNLV WORKLOAD ASSIGNMENT POLICY AND GUIDELINES

A. Seminal activities to the Mission of the University (see Section V.) and CFA are teaching; research; artistic, creative, cultural exhibition, and performance activities; advising; administrative and governance service; professional development; maintaining currency in academic discipline; public, professional, and institutional service; developing curriculum and other instructional enhancements; and resource procurement. Any of these would serve as justification for requesting and / or being assigned workload reassignments and / or other teaching assignments.

B. All CFA workload assignments must be consistent with the standard University instructional requirements; and the applicable workload guidelines, procedures, and policies of the specific Department/Schools. In addition, all reassignments and other teaching assignments must be requested and / or assigned, documented, and approved each semester as outlined in this document, with the respective Department/School Bylaws and Workload Policy(ies) governing each faculty member detailing the specific requirements. These requests and / or assignments will be documented and approved when the schedules are finalized each semester. Reassignments and other teaching assignments are made on a case-by-case basis, and are not automatic. Faculty can expect that the inability to complete proposed activities may result in denial of future requests, or cancellation of reassignments and or other teaching assignments that may have been pre-approved.
C. Summer assignments are not considered part of the academic year workload assignments for a B-contract faculty member. A faculty member who assumes additional teaching, advising, or other responsibilities during the summer may be compensated by means of a Letter of Appointment (LOA) for an agreed-upon amount, a supplemented contract, or in exceptional circumstances request reassignment during the academic year. Faculty members may request to do additional work in the summer for no additional remuneration, and request that these additional summer assignments offset their fall or spring semester workload assignments in exceptional circumstances depending upon the curricular needs of the students. This would include those faculty members who teach in alternative summer semester programs. These requests must be approved in advance by the faculty member's Supervisor; CFA Dean, and the Executive Vice President and Provost.

D. Teaching assignments will not be reduced to zero over an academic year except in the case of sabbatical leave, professional development leave, research buy-out, fellowship leave (e.g., Fulbright), temporary assignment to a major university position (e.g., Interim Dean, Assistant to the President), or other approved assignments. Any assignments, reassignments, and / or other teaching assignments which bring the faculty member's teaching assignments to zero must be approved in advance by the faculty member's Supervisor; CFA Dean, and Executive Vice President and Provost.

E. A reassignment will not be automatically granted if a faculty member's course fails to enroll a sufficient number of students as defined by the University. The faculty member may be assigned to teach a course ordinarily taught by a part-time instructor or by a graduate assistant; or, the faculty member may request to teach an overload the following semester without additional compensation or request another type of reassignment. These assignments and / or reassignments must be approved by the faculty member's Supervisor and CFA Dean.

F. Teaching in Interdisciplinary Programs and / or Other Departments, Schools, Programs, Units. A faculty member may teach a classroom, laboratory, or equivalent course for a Unit other than their own; such as Women’s Studies, the Honors Program, or in any other Department, School, Program, or interdisciplinary program; and that course will be considered part of the faculty member’s standard University instructional teaching assignment. The faculty member’s Supervisor must approve this assignment.
G. **Overload.** Overload teaching assignments must be approved by the faculty member’s Supervisor and CFA Dean. Faculty with approved teaching overload assignment contracts must continue to fulfill service and research or creative activity obligations. Faculty may not request overload teaching assignments if they have also requested and been approved for reassignment(s) and / or other teaching assignment(s).

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### III. WORKLOAD ASSIGNMENTS AND DISTRIBUTION OF RESPONSIBILITIES

Individual workload assignments and distribution of responsibilities will be determined each semester for faculty members in accordance with the mission and priorities of the University, and the goals of the CFA and the faculty member’s Department/School. All faculty who are governed by the UNLV Workload Assignment Policy and Guidelines must follow the practices and procedures for implementation and record keeping in accordance with the general guidelines of this Policy. The faculty member requesting each reassignment and/or other teaching assignment must complete the required documentation and obtain approval of all administrators, as required, within their reporting structure. Each request for reassignment and / or other teaching assignment must be documented and approved, and meet the policy and reporting policy requirements appropriate to their Department/School and the CFA. In addition, faculty members will be required to report the results of their reassignment(s) and / or other teaching assignment(s). Faculty can expect that the inability to produce results may result in the denial of future requests and / or the cancellation of reassignments and / or other teaching assignments that may have been pre-approved. All documentation regarding these requests and / or assignments, as well as the results, must be in writing and maintained for purposes of audit in the Department/School and the CFA.

A. **Other Teaching Assignments.** Teaching, or instructional, assignments approved for academic faculty cannot be defined by only using the framework of standard lecture and laboratory courses. There are many other types of teaching assignments that are considered part of the students’ educational experience. Students are either learning when taught within these other structures, or students will benefit from the faculty member’s involvement in these other teaching assignments. These other teaching assignments include, but are not limited to: laboratory teaching and / or supervision, practicum or clinical teaching and / or supervision, field experience, direction of independent study, supervision of internships / externships, thesis and dissertation supervision, involvement with Doctoral and Master’s programs / students, course and curriculum development, and student advisement.
These other types of teaching assignments will be requested and / or assigned each semester, and must be documented and approved in writing as detailed in the respective Department/School Workload Policy(ies) and Bylaws. For consideration of credit towards the faculty member’s standard instructional requirements, these other teaching assignments must be approved. They are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenure-track faculty member’s standard University instructional requirement of three (3) courses per semester.

Other Teaching Assignments may be requested and / or assigned for the following activities with the approval of the faculty member’s Chair/Director and CFA Dean. The guidelines and the credits to be assigned for each of these will be detailed in the applicable Department’s/School’s Workload Policy(ies).

1. Supervision and / or Teaching of Students in Laboratories, Clinics, Practicums, Internships, Externships, Field Experience, Workshops, Seminars, and / or Other Similar Educational Settings. Other teaching assignment credits may be requested and / or assigned for these responsibilities. The credits approved for these duties would be determined by the number of credit hours and / or required student contact hours as specified in the applicable Department’s/School’s Workload Policy(ies).

2. Teaching Assignment Offset in Another Semester or Summer Term. Other teaching assignments may be requested and / or assigned for teaching an overload in another semester or in an alternative summer semester program, without additional compensation under exceptional circumstances depending upon the curricular needs of the students. This other teaching assignment would compensate for the additional assignment / overload in another semester. The guidelines for these assignments must be specified in the applicable governing Units’ Workload Policy(ies). Such an exchange must be approved by the faculty member’s Supervisor, CFA Dean, and the Executive Vice President and Provost.

3. Teaching of Large Sections. Other teaching assignment credits may be requested and / or assigned for teaching large sections. The credits approved for this assignment must be based on a formula established using the class size and / or other variables as determined by the faculty member’s Department/School and detailed in that Units’ Workload Policy(ies).

4. Doctoral Program Involvement. Other teaching assignment credits may be requested and / or assigned based on the faculty member’s involvement with
the Department’s/School’s Doctoral programs. This could include, but not be limited to: development of a new Doctoral Program; working with and / or advising a number of Doctoral students; responsibility for interviewing prospective Doctoral students, evaluating Doctoral-program admission applications; and / or the successful completion of a specified number of dissertations or equivalent projects / documents by a faculty member’s Doctoral students. The faculty member’s role and responsibilities with the Department’s/School’s Doctoral students and / or Doctoral program(s) must be detailed in order to request this other teaching assignment. Guidelines for the approval of these assignments and the credits to be assigned must be specified in the applicable Department’s/School’s Workload Policy(ies).

5. Master’s / Specialist’s Program Involvement. Other teaching assignment credits may be requested and / or assigned based on the faculty member’s involvement with the Unit’s Master’s / Specialist’s programs. This could include, but not be limited to: development of a new Master’s / Specialist’s Program; working with and / or advising a number of Master’s / Specialist’s students; responsibility for interviewing prospective Master’s / Specialist’s students, evaluating Master’s / Specialist’s-program admission applications; and / or the successful completion of a specified number of theses / equivalent projects by a faculty member’s Master’s / Specialist’s students. The faculty member’s role and responsibilities with the Department’s/School’s Master’s / Specialist’s students and / or Master’s / Specialist’s program(s) must be detailed in order to request this other teaching assignment. Guidelines for the approval of these assignments and the credits to be assigned must be specified in the applicable Department’s/School’s Workload Policy(ies).

6. Course and Curriculum Development. Other teaching assignment credits may be requested and / or assigned for extensive or unusual demands in the development of new courses or responsibility for the evaluation of and / or the restructuring of a Unit’s curriculum. Guidelines for the approval of these assignments and the credits to be assigned must be specified in the applicable Department’s/School’s Workload Policy(ies).

7. Innovative Teaching. Other teaching assignment credit may be requested and / or assigned for team teaching, group-based instruction, and other nontraditional approaches to classroom instruction where extra preparation time or a higher than normal rate of student contact hours is required. Guidelines for the approval of these assignments and the credits to be assigned must be specified in the applicable Department’s/School’s Workload Policy(ies).
8. Independent Study. Other teaching assignment credits may be requested and / or assigned based on a specified number of student credit hours in independent study. Guidelines for the approval of the number of credits for this assignment must be based on a formula (i.e., number of independent study credits equivalent to one [1] credit of classroom lecture credit) established and detailed in the faculty member's Department's/School's Workload Policy(ies).

B. Reassignments. These may include, but are not limited to the following: research related to scholarly and creative work in the faculty member's discipline aimed at specific results (e.g., books, articles, reports, and artistic creations or performances); and / or service to the University community, and / or profession, including research, creative activity, consultation, administration, or other services directed toward the University or professional association to which the faculty member belongs and for which the faculty member is not compensated monetarily.

Reassignments may be requested and / or assigned each semester, and must be documented and approved in writing as detailed in the faculty member’s respective Department's/School's Workload Policy(ies) and Bylaws. They are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenure-track faculty member's standard University instructional requirement of three (3) courses per semester. Reassignments may be requested and / or assigned for one or more of the following activities:

1. Scholarship. Reassignments may be requested and / or assigned for the preparation of articles, books, reports, and other manuscripts for publication, and the preparation of creative performances or exhibits. Guidelines for approving these reassignments must be specified in the applicable Department's/School's Workload Policy(ies).

2. Professional Development Related to Research or Creative Activity and / or Instruction. Reassignments may be requested and / or assigned for the purposes of ordering, installing, and / or testing new laboratory equipment, studio facilities, or instrumentation related to research, creative activities, and / or instruction; preparing a new area of research, creative activity, and / or instruction; and / or enhancing instruction skills or learning new material in order to stay current in the faculty member’s established field. Guidelines for approving these reassignments must be specified in the applicable Department's/School's Workload Policy(ies).
3. Participation in Performance Groups and/or Creative Exhibits. Reassignments may be requested and/or assigned for participation in performance groups (e.g., Sierra Wind Quintet, Mariposa Trio) and/or creative exhibits related to the faculty member’s field. Guidelines for approving these reassignments must be specified in the applicable Department’s/School’s Workload Policy(ies).

4. Research and Development Related to Proposal Preparation. Reassignment may be requested if a faculty member is preparing a proposal for which the faculty member would be the Project Director. It is not necessary that the proposal be funded during the semester a reassignment is approved, but it should be submitted for review to a funding agency during that semester. Guidelines for approving these reassignments must be specified in the applicable Department’s/School’s Workload Policy(ies).

5. Research or Creative Activity Supervision/Project Director. Reassignment may be requested if the faculty member is the Principal Investigator, Chief Administrator, or Director/Supervisor of a Creative Activity supported by a grant or contract funded by extramural sources for which the University receives indirect cost remuneration. Whenever possible, compensation must be returned to the University to cover costs of replacing the faculty member with the grant or contract funding. Reassignment would not be approved for summer research. Guidelines for approving these reassignments must be specified in the applicable Department’s/School’s Workload Policy(ies).

6. Department Chair, School Director, Program Director, Institute Director, or other administrative assignment. Reassignments may be requested by these faculty members for their administrative duties. Reassignment credits will vary depending on the size/complexity of the Department, School, Program, Institute, or Unit; the number and level of degree programs offered; and/or whether the faculty member has the major responsibility for the administration and supervision of a Facility or Unit. Faculty will negotiate this reassignment with the CFA Dean.

7. Graduate Coordinator/Undergraduate Coordinator. Reassignments may be requested and/or assigned for this category and will vary depending upon the number and level of degree programs offered; if the faculty member has the major advising responsibilities for the Department’s/School’s graduate or undergraduate program(s); the number of students actively enrolled in the program(s); and/or if the faculty member has major advising responsibilities and/or is responsible for scheduling (classes and/or faculty) and curriculum development for the Department’s/School’s graduate or undergraduate program(s). Faculty will negotiate this reassignment with their Chair/Director.
8. Other Administrative Assignments and / or Other Major University or Unit Service. Reassignments may be requested and / or assigned for other administrative assignments / duties (e.g., Director of Internships, Curator, Computer Coordinator); and / or for serving as Chair of a significant committee / task force, serving on multiple committees / task forces (for faculty member’s Unit[s], College / Division, and / or University), serving as Faculty Senate Chair, serving as NCAA representative, or other similar service-intensive positions. Faculty will negotiate this reassignment with their Chair/Director.

9. Service to Profession. These reassignments would include Editor / Associate Editor of a Professional Journal; Convention / Program Chair; Officer of a Professional Association; and / or other comparable service to the faculty member’s profession. Reassignments may be requested if the faculty member has primary responsibility for the review and selection of manuscripts; or if it appears the scope and responsibilities of the journal position warrant reassignment. Reassignments may be requested for service as the Program Chair or local arrangements Chair of a major convention of the discipline; and / or for service as an officer of a regional or national professional association, depending upon the scope and responsibilities of the position. Faculty will negotiate this reassignment with their Chair/Director.

10. Newly Hired Faculty. Newly hired faculty in tenure track-positions, who are not hired with tenure, may negotiate a one-time reassignment of a three-credit course (or its equivalent) during the first three years of employment. The documentation for these requests must detail the purpose using one of the other categories of reassignments and / or other teaching assignments. Faculty will negotiate this reassignment with their Chair/Director.

11. Leave. This category of reassignment is used when a specific type of leave has been approved by the applicable Chair/Director or Dean (e.g., sabbatical, faculty development, medical).

C. Reassignments and / or other teaching assignments shall not be requested, assigned, and / or approved for the following:

1. Any private, professional services including, but not limited to, consulting, performance / exhibits, expert witness services, contract work, or other employment where there is remuneration over and above the faculty member’s University compensation.

2. Community service activity that is not consistent with a faculty member’s area of teaching and / or research or creative activity expertise.
3. Instruction, workshop organization, conference planning, curriculum development, clinical work for licensing requirements, and/or creative performance for any program where there is remuneration over and above the faculty member’s University compensation.

IV. PRIVATE PROFESSIONAL WORK, CONSULTING, AND OUTSIDE EMPLOYMENT

Private professional work, consulting, outside employment, and other bases of supplemental compensation should not be a factor in workload assessment and determination in any University of Nevada, Las Vegas workload assignments, requests for reassignments, and/or requests for other teaching assignments. Workload reassignments and/or other teaching assignments shall not be requested, assigned, and/or approved for any extra-compensation activities.

For the current UNLV Policy on Private Professional Work and other related policies; see <http://www.unlv.edu/Research/about_policies.html>.

V. UNIVERSITY OF NEVADA, LAS VEGAS MISSION STATEMENT AND GOALS

The CFA Workload Assignment Policy and Guidelines shall be consistent with the academic mission of the University and College of Fine Arts as represented by its Mission Statements. For the current UNLV Mission Statement, see <http://www.unlv.edu/pubs/planning/>.

The goals from the University’s Strategic Plan, inasmuch as they reflect activities that are important to the University and College’s purposes, shall guide and inform the CFA Workload Assignment Policy and Guidelines. For the current Strategic Plan, see the University of Nevada, Las Vegas, Academic Master Plan at <http://www.unlv.edu/PAIR/planning/academic_master_plan.html>.
WILLIAM F. HARRAH COLLEGE OF HOTEL ADMINISTRATION WORKLOAD ASSIGNMENT POLICY AND GUIDELINES

I. INTRODUCTION

A. General Policy Statement

1. The distribution of workload assignments for a tenure-track academic faculty member will be determined in accordance with the mission and priorities of the University and the goals and needs of the William F. Harrah College of Hotel Administration. All workload assignments shall be consistent with the UNLV Workload Assignment Policy and Guidelines, the applicable sections of the Board of Regents’ Handbook, and the bylaws of the University, as well as the bylaws of the William F. Harrah College of Hotel Administration. Each faculty member’s workload will be distributed over an agreed-upon allocation of activity in the areas of teaching, research, scholarship, or creative activity, and service. It is the responsibility of all faculty members to be engaged in the pursuit of excellence in generating, transmitting, applying, and preserving knowledge.

2. The standard University instructional requirement for all full-time, tenure-track faculty members is three (3) courses per semester (one course equals three credits). The nature of academic work dictates against a standardized definition of work in terms of hours (e.g., 40-hour work week).

3. The workload policy guidelines below shall apply to full-time, academic tenure-track faculty, with teaching responsibilities. Part-time tenure-track faculty with teaching responsibilities will have workload assignments prorated to the percentage of their appointment. It shall not apply to nontenure-track (Rank 0) appointments, those who have administrative or nonteaching appointments, part-time instructors, or support staff. Nontenure-track (Rank 0) employees with teaching responsibilities generally will teach four courses per semester. Nontenure-track workload assignments, however, may be negotiated to include other responsibilities, such as directing a laboratory, advising, or other duties. The reassignment and other teaching assignment categories may be used to designate the other responsibilities negotiated in the nontenure-track employees’ workload assignments.

4. Under very limited circumstances, a tenured faculty member may request a four (4) course (one course equals three credits) per semester teaching load in lieu of any requirements for research or creative activity. This is known as a Teaching-Track Assignment. Assignments for teaching-track faculty must be approved by their immediate the Associate Dean for Academic Affairs, Dean and the Executive Vice President and Provost. Annual evaluations will be based solely on teaching and service activities. A return to regular faculty status, and the return to the standard University instructional requirement for all full-time, tenure-track faculty members of three (3) courses per semester, can be negotiated at any time.

5. All faculty are expected to maintain office hours on a weekly basis for a minimum of 5 hours, spread over 2 or more days. The office hours will occur during normal university workday (8 am to 5 pm). With the approval of the Associate Dean for Academic and Student Affairs faculty may request office hours outside of the normal workday provided they occur immediately before or immediately following a class that meets outside of the normal workday hours and do not exceed a total of 2 hours. (added November 22, 2011)

B. Faculty Responsibilities Related to Policies and Guidelines

See UNLV Bylaws, Chapter 3, Sections 2.4 and 5.1; UNLV Bylaws are located at:
It is understood that all faculty members will fulfill their individual obligations as detailed in the UNLV Bylaws and all other applicable governing documents.

II. BASIC PRINCIPLES OF HARRAH HOTEL COLLEGE WORKLOAD ASSIGNMENT POLICY AND GUIDELINES

A. Seminal activities to the Mission of the University (see Section V.) are teaching; research; artistic, creative, cultural exhibition, and performance activities; advising; administrative and governance service; professional development; maintaining currency in academic discipline; public, professional, and institutional service; developing curriculum and other instructional enhancements; and resource procurement. Any of these would serve as justification for requesting and/or being assigned workload reassignments and/or other teaching assignments.

B. All workload assignments must be consistent with the standard University instructional requirements; and the applicable workload guidelines, procedures, and policies at all required governing levels. In addition, all reassignments and other teaching assignments must be requested and/or assigned, documented, and approved each semester as outlined in this document, with the respective bylaws and Workload Policy(ies) governing each faculty member detailing the specific requirements. These requests and/or assignments will be documented and approved when the schedules are finalized each semester. Reassignments and other teaching assignments are made on a case-by-case basis, and are not automatic. Faculty can expect that the inability to complete proposed activities may result in denial of future requests, or cancellation of reassignments and or other teaching assignments that may have been pre-approved.

C. Summer assignments are not considered part of the academic year workload assignments for a B-contract faculty member. A faculty member who assumes additional teaching, advising, or other responsibilities during the summer may be compensated by means of a Letter of Appointment (LOA) for an agreed-upon amount, a supplemented contract, or in exceptional circumstances request reassignment during the academic year. Faculty members may request to do additional work in the summer for no additional remuneration, and request that these additional summer assignments offset their fall or spring semester workload assignments in exceptional circumstances depending upon the curricular needs of the students. This would include those faculty members who teach in alternative summer semester programs. These requests must be approved in advance by the Associate Dean for Academic Affairs, Dean, and the Executive Vice President and Provost.

D. Teaching assignments will not be reduced to zero over an academic year except in the case of sabbatical leave, professional development leave, research buy-out, fellowship leave (e.g., Fulbright), temporary assignment to a major university position (e.g., Interim Dean, Assistant to the President), or other approved assignments. Any assignments, reassignments, and/or other teaching assignments which bring the faculty member’s teaching assignments to zero must be approved in advance by the Associate Dean for Academic Affairs, Dean and the Executive Vice President and Provost.

E. A reassignment will not be automatically granted if a faculty member’s course fails to enroll a sufficient number of students as defined by the University. The faculty member may be assigned to teach a course ordinarily taught by a part-time instructor or by a graduate assistant; or, the faculty member may request to teach an overload the following semester without additional compensation or request another type of reassignment. These assignments and/or reassignments must be approved by the Associate Dean for Academic Affairs and the Dean.

F. Teaching in Interdisciplinary Programs and/or Other Departments, Schools, Programs, Units. Faculty member may teach a classroom, laboratory, or equivalent course for a Unit other than their own; such as Women’s Studies, the Honors Program, or in any other Department, School, Program, or interdisciplinary
program; and that course will be considered part of the faculty member’s standard University instructional teaching assignment. The Associate Dean for Academic Affairs must approve this assignment.

G. Overload. Overload teaching assignments must be approved by the Associate Dean for Academic Affairs and their Dean. Faculty with approved teaching overload assignment contracts must continue to fulfill service and research or creative activity obligations. Faculty may not request overload teaching assignments if they have also requested and been approved for reassignment(s) and/or other teaching assignment(s).

H. Research and scholarship workload expectations are measured on a 3-year rolling calendar, beginning with the current year and going backwards 2 years. The e-year model recognizes the nature of the research, grantseeking, and publishing process. Expectations and results are measured within the context of the 3-year model. The faculty member has primary responsibility for communicating and documenting progress towards meeting the established standards.

III. WORKLOAD ASSIGNMENTS AND DISTRIBUTION OF RESPONSIBILITIES

Individual workload assignments and distribution of responsibilities will be determined each semester for faculty members in accordance with the mission and priorities of the University, and the goals of the William F. Harrah College of Hotel Administration. All faculty members who are governed by the UNLV Workload Assignment Policy and Guidelines must follow the practices and procedures for implementation and record keeping in accordance with the general guidelines of this Policy. Faculty members requesting each reassignment and/or other teaching assignment must complete the required documentation and obtain approval of all administrators, as required, within their reporting structure. Each request for reassignment and/or other teaching assignment must be documented and approved, and meet the policy and reporting policy requirements appropriate to the William F. Harrah College of Hotel Administration. In addition, faculty members will be required to report the results of their reassignment(s) and/or other teaching assignment(s). Faculty can expect that the inability to produce results may result in the denial of future requests and/or the cancellation of reassignments and/or other teaching assignments that may have been pre-approved. All documentation regarding these requests and/or assignments, as well as the results, must be in writing and maintained for purposes of audit by the Unit designated by the University.

A. Other Teaching Assignments. Teaching, or instructional, assignments approved for academic faculty cannot be defined by only using the framework of standard lecture and laboratory courses. There are many other types of teaching assignments that are considered part of the students’ educational experience. Students are either learning when taught within these other structures, or students will benefit from the faculty member’s involvement in these other teaching assignments. These other teaching assignments include, but are not limited to: laboratory teaching and/or supervision, direction of independent study, supervision of internships/externships, student advising, thesis and dissertation supervision, and course and curriculum development.

These other types of teaching assignments will be requested and/or assigned each semester, and must be documented and approved in writing as detailed in ‘this Workload Policy. For consideration of credit towards the faculty member’s standard instructional requirements, these other teaching assignments must be approved. They are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenure-track faculty member’s standard University instructional requirement of three (3) courses per semester.

Other Teaching Assignments may be requested and/or assigned for the following activities with the approval of the Associate Dean for Academic Affairs and Dean. The guidelines and the credits to be assigned for each of these will be detailed in ‘this Workload Policy
Teaching of Large Sections. Other teaching assignment credits may be requested and/or assigned for teaching large sections. The credits approved for this assignment are based on a formula established using the class size and determined by the college executive committee.

Guidelines: 100-200 level classes: 89-146 students = 1.5 load (or .5 overload)
190-282 students = 2.0 load (or 1.0 overload)
300-400 level classes: 89-146 students = 1.5 load (or .5 overload)

Distance Education classes follow the same guidelines as normal classes.

B. Reassignments. These may include, but are not limited to the following: research related to scholarly and creative work in the faculty member’s discipline aimed at specific results (e.g., books, articles, and reports; and/or service to the University community, and/or profession, including research, creative activity, consultation, administration, or other services directed toward the University or professional association to which the faculty member belongs and for which the faculty member is not compensated monetarily. Reassignments may be requested and/or assigned each semester, and must be documented and approved in writing as detailed in the faculty member’s Workload Policy. Reassignments are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenure-track faculty member’s standard University instructional requirement of three (3) courses per semester. Reassignments may be requested and/or assigned for one or more of the following activities:

1. Scholarship. Reassignments may be requested and/or assigned for the preparation of articles, books, reports, and other manuscripts for publication, and the preparation of creative performances or exhibits.

2. Research and Development Related to Proposal Preparation. Reassignment may be requested if a faculty member is preparing a proposal for which the faculty member would be the Project Director. It is not necessary that the proposal be funded during the semester a reassignment is approved, but it should be submitted for review to a funding agency during that semester.

3. Reassignment may be requested if the faculty member is the Principal Investigator, Chief Administrator, or Director/Supervisor of a Creative Activity supported by a grant or contract funded by extramural sources for which the University receives indirect cost remuneration. Whenever possible, compensation must be returned to the University to cover costs of replacing the faculty member with the grant or contract funding.

4. Associate/Assistant Dean, Director, or other administrative assignment. Reassignments may be requested by these faculty members for their administrative duties. Reassignment credits will vary depending on the size/complexity of the number and level of degree programs offered; and/or whether the faculty member has the major responsibility for the administration and supervision of a facility, academic or research program or unit. Faculty will negotiate this reassignment with the Associate Dean or their representative.

5. Other Administrative Assignments and/or Other Major University or Unit Service. Reassignments may be requested and/or assigned for other administrative assignments/duties (e.g., Director of Internships, Curator, Computer Coordinator); and/or for serving as Chair of a significant committee/task force, serving on multiple committees/task forces (for the College or University), serving as Faculty Senate Chair, serving as NCAA representative, or other similar service-intensive positions. Faculty will negotiate this reassignment with the Associate Dean or their representative.

6. Service to Profession. These reassignments would include Editor/Associate Editor of a Professional Journal; Convention/Program Chair; Officer of a Professional Association; and/or other comparable
service to the faculty member’s profession. Reassignments may be requested if the faculty member has primary responsibility for the review and selection of manuscripts; or if it appears the scope and responsibilities of the journal position warrant reassignment. Reassignments may be requested for service as the Program Chair or local arrangements Chair of a major convention of the discipline; and/or for service as an officer of a regional or national professional association, depending upon the scope and responsibilities of the position. Faculty will negotiate this reassignment with the Associate Dean or their representative.

7. Newly Hired Faculty. Newly hired faculty in tenure track-positions, who are not hired with tenure, may negotiate reassignment annually of a three-credit course (or its equivalent) during their pre-tenure employment. The documentation for these requests must detail the purpose using one of the other categories of reassignments and/or other teaching assignments. Faculty will negotiate this reassignment with the Associate Dean or their representative.

9. Leave. This category of reassignment is used when a specific type of leave has been approved by the applicable Unit and/or Supervisor (e.g., sabbatical, faculty development, medical).

C. In the Harrah Hotel College, the following specific course reassignments may be given under the following circumstances and expectations for workload in teaching, research and service:

1. There may be a four-course reassignment, per year, for the Associate Deans.

2. There may be a two-course reassignment, per year, for any faculty member who is serving in an administrative capacity for the College, i.e., as an Associate or Assistant Dean or Director.

3. There may be a one-course reassignment, per semester, for those faculty members who teach three labs courses in one semester.

4. There may be a one-course reassignment, per semester, for those persons acting as program directors of major programs within the college/department.

5. There may be the University mandated standard course reassignment for those faculty members serving on/chairing University committees requiring course reassignment.

6. There may be a one course reassignment per year for those faculty members who serve as graduate coordinators.

7. In exceptional circumstances the Associate Dean for Academic Affairs, with the approval of the Dean, may authorize a course release, when requested and documented by the individual faculty member. Examples might include a large number of independent study students in a single semester, chairing multiple dissertations, and so forth.

D. Expectations.

Reassignments for scholarship and research are made in accordance with the following policy that indicates satisfactory levels of performance in teaching, research and service for the associated workload:

Specific Details:

- A Teaching Summary is required of each faculty member. It is a summary of activity for the previous year with appropriate artifacts to demonstrate competence and effectiveness. (such artifacts could
include a philosophy of teaching statement and for each class taught: syllabus, outcomes assessment(s), tests, assignments, and student evaluation scores)

- **Research and Scholarship** are measured on a 3-year rolling calendar, beginning with the current year and going backwards 2 years. The 3-year model recognizes the nature of the research, grant seeking, writing, and publishing process. Expectations and results are measured within the context of the 3-year model. The faculty member has primary responsibility for communicating and documenting progress towards meeting the established standards. Acceptable research/scholarly products include: refereed journal articles, refereed conference proceedings, academic conference presentations, non-refereed publications, grants or grant applications, reports to sponsor, or other scholarly or creative activities that relate to the faculty member’s academic area.

### 4/4 Course Load

**Teaching:**
- 5 office hours per week on campus (Note: Faculty who teach on-line will meet the on-campus office hours requirement and are encouraged to also provide on-line office hours, that may occur at the same time as the on-campus office hours.)
- Acceptable student evaluations for the course type and level.
- An annual teaching summary for the previous year.

**Research:**
- There is no research/scholarly activity expected for this teaching load assignment.

**Service:**
- Active member of 2 college, or university level committees,
- Active member of 1 educational or professional society and
- Evidence of industry interaction and involvement (e.g., seminars, conferences, faculty internships, consulting, holding an office, etc.).

### 3/3 Course Load

**Teaching:**
- 5 office hours per week on campus (Note: Faculty who teach on-line will meet the on-campus office hours requirement and are encouraged to also provide on-line office hours, that may occur at the same time as the on-campus office hours.)
- Acceptable student evaluations for the course type and level.
- An annual teaching summary for the previous year.

**Research:**
- Any 3 of the following per year: refereed journal articles, refereed conference proceedings, academic conference presentations, non-refereed publications, grants or grant applications, reports to sponsor, or other scholarly or creative activities that relate to the faculty member’s academic area.

Or
● Revision of an existing book.

Or

● One book every three years.

Service:

● Active member of 2 college, or university level committees,
● Active member of 1 educational or professional society and
● Evidence of industry interaction and involvement (e.g., seminars, conferences, faculty internships, consulting, holding an office, etc.).

3/2 Course Load

Teaching:

● 5 office hours per week on campus (Note: Faculty who teach on-line will meet the on-campus office hours requirement and are encouraged to also provide on-line office hours, that may occur at the same time as the on-campus office hours.)
● Acceptable student evaluations for the course type and level.
● An annual teaching summary for the previous year.

Research:

● One refereed journal article per year
● In addition to the refereed journal article, a revision of an existing book or any 2 of the following per year: Refereed conference proceedings, academic conference presentations, non-referred publications, grants or grant applications, reports to sponsor, or other scholarly or creative activities that relate to the faculty member’s academic area. Assessment includes a published work, or letters of acceptance for work accepted for publication, work in progress, components of future research, data gathering activities, submitted articles, completions, etc.

Or

● Two refereed journal articles per year and one book every three years.

Service:

● Active member of 2 college, or university level committees,
● Active member of 1 educational or professional society and
● Evidence of industry interaction and involvement (e.g., seminars, conferences, faculty internships, consulting, holding an office, etc.).

2/2 Course Load

Teaching:
● 5 office hours per week on campus (Note: Faculty who teach on-line will meet the on-campus office hours requirement and are encouraged to also provide on-line office hours, that may occur at the same time as the on-campus office hours.)
● Acceptable student evaluations for the course type and level.
● An annual teaching summary for the previous year.

Research:

● Two refereed journal articles per year
● In addition to the refereed journal articles, a revision of an existing book or any 2 of the following per year: refereed conference proceedings, academic conference presentations, non-refereed publications, grants or grant applications, reports to sponsor, or other scholarly or creative activities that relate to the faculty member’s academic area.
Assessment includes a published work, or letters of acceptance for work accepted for publication, work in progress, components of future research, data gathering activities, submitted articles, completions, etc.

Or

● Two refereed journal articles per year and one book every three years.

Service:

● Active member of 2 college, or university level committees,
● Active member of 1 educational or professional society and
● Evidence of industry interaction and involvement (e.g., seminars, conferences, faculty internships, consulting, holding an office, etc.).

Summary of Workload Expectations

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*C A new book receives 3 years of credit*

C. Reassignments and/or other teaching assignments shall not be requested, assigned, and/or approved for the following:

1. Any private, professional services including, but not limited to, consulting, performance/exhibits, expert witness services, contract work, or other employment where there is remuneration over and above the faculty member’s University compensation.
2. Community service activity that is not consistent with a faculty member’s area of teaching and/or re-
search or creative activity expertise.

3. Instruction, workshop organization, conference planning, curriculum development, clinical work for 
licensing requirements, and/or creative performance for any program where there is remuneration 
over and above the faculty member’s University compensation.

IV. PRIVATE PROFESSIONAL WORK, CONSULTING, AND OUTSIDE EMPLOYMENT

Private professional work, consulting, outside employment, and other bases of supplemental compensation 
should not be a factor in workload assessment and determination in any University of Nevada, Las Vegas 
workload assignments, requests for reassignments, and/or requests for other teaching assignments. Workload 
reassignments and/or other teaching assignments shall not be requested, assigned, and/or approved for any ex-
tra-compensation activities.

Adopted August 16 2011
Revised November 22, 2011
PREAMBLE:
The most important endeavor of the faculty members at the William S. Boyd School of Law (“BSL”) is scholarly research because it creates knowledge, informs the teaching of law students, and leads to meaningful law reform that benefits society. Because of the intrinsic value of this work and the unique position of the academy to further scholarship, it is necessary that all tenured and tenure-track faculty members at BSL engage in scholarly pursuit and creative activity. A workload policy must assure that each faculty member have adequate time, apart from teaching, service, and administrative responsibilities, to further the faculty member’s scholarly interests and to bring them to fruition through publication.

I. INTRODUCTION

A. The University of Nevada, Las Vegas has adopted a workload assignment policy for tenure-track academic faculty members. The distribution of assignments, according to that policy, will be determined in accordance with the mission and priorities of the University and the goals and needs of the faculty member’s governing Unit. All workload assignments for the William S. Boyd School of Law (“BSL”) faculty shall be consistent with the UNLV Workload Assignment Policy and Guidelines, the applicable sections of the Board of Regents’ Handbook, and the bylaws of the University, as well as the bylaws of BSL. Each
faculty member’s workload will be distributed over an agreed-upon allocation of activity in the areas of teaching, research or creative activity, and service. It is the responsibility of all faculty members to be engaged in the pursuit of excellence in generating, transmitting, applying, and preserving knowledge.

B. The standard University instructional requirement for all full-time, tenure-track faculty members is three (3) courses per semester (one course equals three credits). Some Units may define workload assignments in terms of contact hours rather than credit hours. The specific formula based on contact hours must be specified in the applicable governing Workload Policy(ies). The nature of academic work dictates against a standardized definition of work in terms of hours (e.g., 40-hour work week).

C. Faculty members of BSL are exempted from the standard University instructional requirement of three (3) courses per semester (one course equals three credits) in accordance with the Board of Regents’ Faculty Workload Guidelines (see Title 4, Chapter 3, Section 3). It is recognized that the unique nature of the teaching programs in the professional schools does not conform to these standardized credit-hour guidelines.

D. In recognition of the fact that there is a great diversity among Units as to the specific nature of their work, the UNLV Workload Assignment Policy and Guidelines provide the basic principles on which faculty workload assignment and distribution decisions are based. BSL develops this Workload Policy consistent with the UNLV Workload Assignment Policy and Guidelines. This Workload Policy must be approved by the Executive Vice President and Provost and the President of the University. A copy of the BSL Workload Policy will be kept on file in the Executive Vice President and Provost’s Office, and will be accessible to members of the President’s Office at all times.

E. BSL is dedicated to excellence in teaching, scholarships and service to the University and to the local, state, national, and international communities. This Workload Policy is designed to further these goals.

1. Teaching

BSL teaches its students to be critical readers, analytical thinkers, proficient writers, informed, active citizens, and creative, ethical lawyers. To achieve this goal, the law school offers a number of learning experiences to its students. These experiences include a traditional curriculum taught in the classroom as well as courses in lawyering process, specialized seminars, lawyering skills, clinical education, externships, moot court programs, a scholarly journal edited by law students, directed readings, directed research, seminars on strategies for academic success, and individual meetings designed to further students’ academic success. Teaching students in these different programs requires a significant amount of work by dedicated faculty. The more traditional courses require faculty to acquire large bodies of knowledge and to communicate them to relatively large groups. Other teaching methods require extensive one-on-one interaction with individual students or with small groups of students. In order to assure proper professional training, law faculty are actively engaged with their students, teaching, grading, and evaluating students’ work, papers, and examinations and meeting with individual students to give them feedback about their work. Evaluation is a critical component of the teaching process. Therefore, law faculty
members perform all or virtually all of this work themselves, without the help of teaching assistants.

Because BSL operates part-time evening, part-time day, and full-time day programs of instruction, it is necessary to offer these learning experiences during the day and in the evening. It is also necessary to offer a varied summer session in order to accommodate the part-time students’ academic needs. In a small law school, this need to offer its program twice places a significant burden on faculty and resources. It is often impossible to accommodate part-time evening students in the most efficient way because of the restraints on their time. Because of the part-time evening program, many courses, even those without large enrollments, must be offered twice, once during the day and once in the evening.

The law school accomplishes this extensive program by employing full-time\(^1\) faculty with different substantive and practical expertise. The faculty members fall into a number of overlapping groups including: 1. tenured faculty; 2. tenure-track faculty; 3. contract faculty (nontenure-track) who teach in the Lawyering Process, Externship, Academic Success, and Saltman Center Programs; and 4. library faculty (who are either tenured or tenure-track).\(^2\) These categories are useful in explaining the primary teaching emphasis of the individual faculty members within these groups, but many faculty within these categories engage in a variety of types of teaching. All of the different groups of faculty, for example, teach traditional academic courses in substantive subjects, and at least some members of all groups supervise students engaged in directed research projects. A Workload Policy that accomplishes the teaching goals of the law school must cover all full-time faculty and recognize all of these different types of teaching, and the amount of time and effort expended to do this teaching properly. It must also have sufficient flexibility to permit this teaching to occur in the most effective environment by the most talented faculty members in the particular area of teaching.

2. Scholarship

Scholarship is at the core of the mission of BSL. The expectation is that through engaged scholarship tenure-track and tenured faculty will gain expertise and national or international recognition in their fields, and will contribute to the body of legal scholarship that informs lawyers, judges, legislators, policymakers, and legal and other academics. This scholarship is crucial to the creation, understanding, and reform of the law and policies of the state of Nevada, the United States, and the international community. Ordinarily, articles published in law reviews, which are the primary means of reaching the intended audience, are similar to a monograph or book, occupying up to 120 pages with hundreds of footnotes. This Workload Policy recognizes that the research, development, and publication of legal scholarship is a time-consuming endeavor, and that tenure-track and tenured faculty must have the opportunity to engage in scholarship on an ongoing basis.

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\(^1\) Adjunct faculty, who are typically practicing lawyers in the community possessing special expertise in either substantive areas or lawyering skills, teach a number of courses per year. The adjunct faculty’s work is monitored by the Associate Dean for Academic Affairs through classroom visits and evaluations of teaching by tenured faculty members, attention to student evaluations, and review of classroom materials and examinations. This policy does not cover the adjunct faculty.

\(^2\) The Library Faculty has established its own workload policy and is not included in this policy.
3. Service to the Community

Service to the community is a primary mission of BSL. While service varies from participation in local and state concerns to work on the national and international levels to encourage law reform and education, all faculty are engaged in service to the community. A faculty workload policy for the law school must take into account the quality and quantity of this important contribution.

4. Service to the Law School/University/System

In order for the law school to function properly, faculty members spend significant time serving on committees that reflect the law school’s commitments to shared governance, academic freedom, and faculty direction of academic programs and policies. These committees, and other service obligations include but are not limited to: Academic Enrichment & Faculty Research, Academic Standards, Admissions, Appointments, Bar Exam, Clinic, Community Service, Curriculum, Dean’s Advisory, Honor Code, Just and Inclusive Law School, Library Reappointment, Promotion, and Tenure, Nevada Law Journal, Placement, Planning, Reappointment, Promotion and Tenure, Self Study, Society of Advocates, Technology, and Workload.

Law faculty members also serve on the University Faculty Senate and on University committees. Faculty are also available for System-wide committees.

Time expended on these committee assignments is substantial, particularly for the Chair of the Committee. This work must be taken into account in determining a proper workload for each faculty member in order to further the goals of the law school.

5. Administration

Given the breadth and depth of the various academic programs, faculty members perform considerable administrative work. Law faculty members serve as Dean and Associate Dean for Academic Affairs, as Associate Dean for Clinical Studies, as Director of the Weiner-Rogers Law Library, as Director and Associate Director of the Lawyering Process Program, as Director and Associate Director of the Saltman Center for Dispute Resolution, as Directors of the Externship and Academic Success Programs, and as Advisors to the NEVADA LAW JOURNAL and the Society of Advocates. This work must be taken into account in determining a proper workload to further the goals of the law school.

II. Basic Principles of Boyd School of Law Workload Policy

1. The activities central to the Mission of BSL (see Section I) are teaching; research and/or creative activity; service to the law school, University, local, state, national, and international communities; advising; administrative and governance service; professional development; maintaining currency in academic discipline; developing curriculum and other instructional
enhancements; and resource procurement. Any of these would serve as justification for workload reassignments and/or other teaching assignments.

2. All workload assignments and teaching reassignments or other teaching assignments at BSL shall be consistent with the standard BSL teaching, scholarship, and service requirements set forth in this Workload Policy. The Deans (Dean of BSL, Associate Dean for Academic Affairs and, when a faculty member who teaches in the clinic is involved, Associate Dean for Clinical Studies) will agree with the individual faculty member upon the teaching assignment and/or reassignment(s) or other teaching assignment(s) for the upcoming Academic Year. All other teaching assignments and/or reassignments will be documented in writing by the Deans and the individual faculty member each year when the schedules for the upcoming academic year are approved. Reassignments and other teaching assignments are made on a case-by-case basis, and are not granted automatically. The inability to complete proposed activities may result in denial of future requests, cancellation of reassignments, and/or other teaching assignments that may have been pre-approved.

3. Summer assignments are not considered part of the academic year workload assignments for tenured, tenure-track, and contract faculty members hired on 9-month contracts at BSL. Because of BSL’s part-time evening program, however, it is necessary for a number of faculty members to offer courses during the summer. A contract faculty member with a 9-month contract who assumes additional teaching, advising, or other responsibilities during the summer may be compensated by means of a Letter of Appointment (LOA) for an agreed-upon amount or by a supplemental contract, or be granted a reassignment and/or other teaching assignment during the academic year. A tenure-track or tenured faculty member who teaches an overload in the summer session may be granted a reassignment of teaching responsibilities and/or other teaching assignment during subsequent fall or spring semesters. Tenured, tenure-track, and 9-month contract faculty members who do additional work in the summer for no additional remuneration, may request that additional summer assignments offset their fall or spring semester workload assignments depending upon the curricular needs of BSL. The offset assignments must be approved by the Deans.

4. Teaching assignments will not be reduced to zero over an academic year except in the case of sabbatical leave, professional development leave, research buy-out, fellowship leave (e.g., Fulbright), temporary assignment to a major university position (e.g., Interim Dean, Assistant to the President), or other approved assignments. Any assignments, reassignments, and/or other teaching assignments which bring the faculty member’s teaching assignments to zero must be approved in advance by the faculty member’s Supervisor; Dean, Vice Provost, or School Director; and Executive Vice President and Provost.

5. If a faculty member’s course fails to enroll a sufficient number of students as defined by BSL, the faculty member may be requested to teach a different course. In the alternative, the faculty member may teach an overload in a subsequent semester or summer without additional compensation or may receive another type of reassignment or other teaching assignment. These other teaching assignments and/or reassignments must be approved by the Deans.
6. Teaching in Interdisciplinary Programs and/or Other Departments, Schools, Programs, or Units. Faculty members may teach a classroom, laboratory, or equivalent course for a Unit other than their own, such as Women’s Studies, the Honors Program, or in any other Department, School, Program, or interdisciplinary program. That course will be considered part of the faculty member’s standard BSL teaching assignment. The Deans must approve this assignment.

7. Overload. Overload teaching assignments must be approved by the Deans. Faculty with approved teaching overload assignment contracts must continue to fulfill service and research or creative activity obligations.

III. PRINCIPLES GENERALLY APPLICABLE TO TENURED, TENURE-TRACK, AND CONTRACT FACULTY

1. For purposes of this policy, all academic teaching should be recognized in determining workload assignments and reassignments and/or other teaching assignments. Teaching workload assignments should never be so onerous as to make it difficult or impossible for a tenured or tenure-track faculty member to do scholarly research during the school year.

2. In determining whether to recognize a faculty member’s teaching, the Deans should consider whether the students involved are awarded credit for the course/academic experience. If the students are awarded credit, the faculty member should receive credit for teaching. For example, if a tenured, tenure-track, or contract faculty member does any of the following teaching, this teaching should count toward the faculty member’s teaching workload requirement:
   a. coaching a team preparing for a moot court competition,
   b. serving as Faculty Advisor to the Society of Advocates,
   c. supervising a directed research,
   d. supervising a directed reading,
   e. supervising a law journal note or comment,
   f. supervising the production of the NEVADA LAW JOURNAL,
   g. supervising a master’s thesis or Ph.D. dissertation,
   h. teaching BSL students and/or alumni bar preparation skills,
   i. teaching Introduction to Law session(s),
   j. judging Society of Advocates’ practice rounds, and
   k. other equivalent academic teaching endeavors.

There are some learning experiences for which students do not earn credit that are important to the mission of the law school for which faculty should get credit. One example is the teaching of BSL students or alumni bar preparation skills.

3. Faculty members who are assigned time-consuming administrative responsibilities should be given compensation by reassignment and/or other teaching assignment credit hours and a reduced expectation of scholarship, or both. When assigning teaching responsibilities to a tenured or tenure-track faculty member who also has an administrative assignment, the Deans should consider the amount of time expended in the administrative position.
4. Other teaching assignments may be granted for the following activities with the approval of the Deans:

A. Supervision and/or Teaching of Students in Clinics, Practica, Internships, Externships, Field Experience, Workshops, Seminars, and/or Other Similar Educational Settings. Other teaching assignment credits may be requested and/or assigned for these responsibilities. The credits approved for these duties should be determined by the number of credit hours and/or required student contact hours.

B. Teaching Assignment Offset in Another Semester or Summer Term. Teaching credit/assignments may be requested and/or assigned for teaching an overload in another semester, including the summer, without additional compensation depending upon the curricular needs of BSL.

C. Teaching of Large Sections. Other teaching assignment credits may be requested and/or assigned for teaching large sections.

D. Doctoral Program Involvement. Other teaching assignment credits may be requested and/or assigned based on the faculty member’s involvement with another Unit’s doctoral program. This could include, but not be limited to, development of a new doctoral program and working with and/or advising a number of Doctoral students on their dissertations.

E. Master’s Program Involvement. Other teaching assignment credits may be requested and/or assigned based on the faculty member’s involvement with the Unit’s Master’s programs. This could include, but not be limited to, development of a new Master’s Program and working with and/or advising a number of Master’s students.

F. Course and Curriculum Development. Other teaching assignment credits may be requested and/or assigned for extensive or unusual demands in the development of new courses or responsibility for the evaluation and/or the restructuring of a Unit’s curriculum.

G. Independent Study. Other teaching assignment credits may be requested and/or assigned based on a specified number of student credit hours in directed research, reading, or writing courses.

5. Reassignment of Teaching and Service Responsibilities. Because scholarly work is necessary to the performance of the job of a tenured or tenure-track faculty member, each faculty member should have an appropriate workload assignment each academic year of teaching, scholarship, and service responsibilities. Thus, scholarship is not usually a reassignment but an ordinary requirement of the job. A combined teaching and service assignment is appropriate if it is not so onerous as to make it difficult or impossible for the faculty member to pursue scholarly endeavors which are also part of the faculty member’s workload assignment. Notwithstanding this point, there are times when all or some of the teaching and/or service assignments will be offset by reassignments so that the faculty member is able to dedicate him or herself even more than is ordinarily expected to the pursuit of scholarly or creative work. Additionally, a faculty member may request and/or be assigned reassignments from the ordinary teaching workload.
responsibilities to give service to the BSL, the University community, and/or profession, including research, creative activity, consultation, administration, or other services directed toward BSL or the University or professional association to which the faculty member belongs and for which the faculty member is not compensated monetarily (beyond nominal amounts).

6. Reassignments may be requested and/or assigned each academic year, and must be documented and approved in writing. Reassignments may be requested and/or assigned for one or more of the following activities:

   A. Scholarship. Reassignments may be requested and/or assigned for the preparation of articles, books, reports, and other manuscripts for publication.

   B. Professional Development Related to Research or Instruction. Reassignments may be requested and/or assigned for the purpose of preparing a new area of research and/or instruction. Reassignments also may be requested and/or assigned for the purpose of enhancing instruction skills or learning new material in order to stay current in the faculty member’s established field.

   C. Research and Development Related to Proposal Preparation. Reassignment may be requested and/or assigned if a faculty member is preparing a proposal for which the faculty member would be the Project Director. It is not necessary that the proposal be funded during the semester a reassignment is approved, but it should be submitted for review to a funding agency during that semester.

   D. Research or Creative Activity Supervision/Project Director. Reassignment may be requested and/or assigned if the faculty member is the Principal Investigator, Chief Administrator, or Director/Supervisor of a creative activity supported by a grant or contract funded by extramural sources for which the University receives indirect cost remuneration. Whenever possible, compensation must be returned to the University to cover costs of replacing the faculty member with the grant or contract funding.

   E. Department Chair, Program Director, Institute Director, Associate Dean for Academic Affairs, Associate Dean for Clinical Studies, Director of the Saltman Center, or other administrative assignment. Reassignments may be requested and/or assigned for these administrative duties. Reassignment credits will vary depending on the size/complexity of the assignment and/or whether the faculty member has the major responsibility for the administration and supervision of BSL or a program operated by BSL. Faculty members will negotiate this reassignment with the Deans.

   F. Other Administrative Assignments and/or Other Major University or BSL Service. Reassignments may be requested and/or assigned for other administrative assignments/duties (e.g., Director of Externships or Lawyering Process Program, Associate Director of Lawyering Process Program, Faculty Advisor to the Society of Advocates); serving as Chair of a significant committee/task force, serving on multiple committees/task forces (for the faculty member’s Unit[s], College/Division, and/or University), serving as Faculty Senate Chair, serving as NCAA representative; and/or serving in similar service-intensive positions. Faculty members will negotiate this reassignment with the Deans.
G. Service to Profession. These reassignments would include Editor/Associate Editor of a Professional Journal, Conference/Program Chair, Officer of a Professional Association, Program Chair of a Symposium, Reporter of a Restatement, and/or other comparable service to the faculty member’s discipline. Reassignments may be requested and/or assigned if the faculty member has primary responsibility for the review and selection of manuscripts or if it appears that the scope and responsibilities of the journal position warrant reassignment. Reassignments may be requested and/or assigned for service as the Conference/Program Chair or local arrangements Chair of a major conference of the discipline; and/or for service as an officer of a regional or national professional association, depending upon the scope and responsibilities of the position. Faculty members will negotiate this reassignment with the Deans.

H. Newly Hired Faculty. Newly hired faculty in tenure track-positions, who are not hired with tenure, may negotiate a one-time reassignment of a three-credit course (or its equivalent) during the first year of employment. The documentation for these requests must detail the purpose, using one of the other categories of reassignments and/or other teaching assignments. Faculty will negotiate this reassignment with the Deans.

I. Leave. This category of reassignment is used when a specific type of leave has been approved by the applicable Unit and/or Supervisor (e.g., sabbatical, faculty development, medical, parental).

7. Reassignments and/or other teaching assignments shall not be requested, assigned, and/or approved for the following:

A. Any private, professional services including, but not limited to, consulting, performance/exhibits, expert witness services, contract work, or other employment where there is remuneration over and above the faculty member’s University compensation.

B. Community service activity that is not consistent with a faculty member’s area of teaching and/or research or creative activity expertise.

C. Instruction, workshop organization, conference planning, curriculum development, clinical work for licensing requirements, and/or creative performance for any program where there is remuneration (beyond nominal amounts) over and above the faculty member’s University compensation.

IV. PRINCIPLES APPLICABLE TO TENURED FACULTY

1. The following five general principles should guide the Deans in determining the workload of tenured faculty:

A. Tenured faculty should be at least as productive in teaching and scholarship as untenured, tenure-track faculty;
B. Credit for teaching must recognize all of the types of teaching, including in-class teaching, and out-of-class teaching, clinical teaching, directed research, etc.;

C. Teaching assignments should never be so onerous as to make it difficult or impossible for a tenured faculty member to do scholarly research during the school year;

D. Committee and other administrative assignments should never be so onerous as to make it difficult or impossible for tenured faculty members to do scholarly research during the school year;

E. The Deans should have flexibility to allocate different responsibilities to different faculty members at different times depending on the various types of contributions to be made.

2. In keeping with these general principles, the average tenured faculty member should:

   A. Teach 10-12 credits (or equivalent) per academic year;

   B. Publish at least one significant law review article or its equivalent per year; and

   C. Serve every other year as chair of a major committee or its equivalent in the law school, the University, System, or the legal academy; or perform significant service every year to the law school or the legal community on a local, state, national, or international level.

3. In order to fulfill these requirements, the average tenured faculty member should:

   A. Have a research reassignment in a fall or spring semester every three academic years, when this reassignment does not conflict with the curricular needs of the school. These research reassignments are integral to the ability of the tenured faculty to continue to produce high-quality scholarship. They are not compensation for teaching overloads, and they do not justify increased teaching and committee assignments of faculty when they are not on research reassignment;

   B. Have research assignments with financial support each summer; and

   C. Be permitted to offset credits with reassignments and/or other teaching assignments when they teach overloads or have overloads in committee assignments, unusual administrative assignments, or other service assignments. The offset credits can be used for reassignments and/or other teaching assignments in future semesters. Faculty working in the clinic should be permitted to include case coverage overloads in the teaching time that may be offset against teaching workload assignments in subsequent semesters.

4. While the above section lists the average teaching, scholarship, and service BSL expects of its tenured faculty, the minimum expected of each faculty member not on an administrative reassignment for a given year will be lower. At a minimum, tenured faculty members who are not engaged in administration of the law school or are not on research assignment or reassignment should:
A. Teach 9 credits (or equivalent) per academic year;

B. Publish 3 major law review articles (or their equivalent) over a 5 academic-year period; and

C. Perform significant service to the law school, the University, System, or the local, state, national, or international community each academic year.

5. Tenured faculty who are assigned administrative responsibilities should be expected to teach less and/or do less scholarship, depending on the quantity and quality of the administrative responsibilities.

6. Tenured faculty who do more teaching and/or committee work than the “average” tenured faculty member as defined under IV.2 above should be permitted to offset extra teaching and/or service to use for research reassignment in a subsequent semester.

7. The Deans may assign additional teaching and/or committee responsibilities to tenured faculty members who do not accomplish at least the minimum goals in scholarly production. Research assignments and summer research grants should be awarded only to tenured faculty members with a record of scholarly production.

V. PRINCIPLES APPLICABLE TO UNTENURED TENURE-TRACK FACULTY

1. The achievements necessary for tenure-track faculty to earn tenure and promotion are set forth in the “Substantive Standards and Procedural Guidelines for Promotion and Tenure,” adopted by the faculty of BSL on May 22, 2001.

2. Teaching workload assignments should never be so onerous as to make it difficult or impossible for tenure-track faculty members to do scholarly research during the school year;

3. Committee and other administrative assignments should never be so onerous as to make it difficult or impossible for tenure-track faculty members to do scholarly research during the school year;

4. In order to accomplish these achievements, untenured, tenure-track faculty members should:

   A. Teach 10-12 credits (or equivalent) per academic year (with the exception of the first year teaching at the BSL). In the first year at BSL, untenured, tenure-track faculty will be expected to teach 7-9 credits;

   B. Teach only one section of one course during either their first or second semester at BSL;

   C. Have a fall or spring research reassignment in their second, third, or fourth year;

   D. Have research assignments with financial support each summer before tenure;
E. Offset overload time against teaching assignments, including case coverage for faculty working in the clinical programs, before the tenure decision is made;

F. Be granted the opportunity to teach courses in their areas of research; and

G. Teach fewer credits if they are assigned significant administrative responsibilities. The number of credits that a faculty member’s workload will be offset by administrative responsibilities will depend on the quality and quantity of the administrative responsibilities.

VI. PRINCIPLES APPLICABLE TO CONTRACT FACULTY (NONTENURE-TRACK, RANK 0)

1. The following general principles should guide the Deans in determining the workload of contract faculty:

   A. Contract faculty positions were created to ensure that BSL hire qualified faculty members to perform specific administrative and teaching assignments that are integral to the law school’s mission;

   B. Currently, contract faculty positions include Lawyering Process faculty, the Externship Program Director, the Academic Success Program Director, and the Associate Director of the Saltman Center. The Lawyering Process faculty members are hired on 9-month contracts (B contracts); the Externship Program Director, the Academic Success Director and the Associate Director of the Saltman Center are hired on 12-month contracts (A contracts). Contract faculty members are not required to publish scholarship. However, all contract faculty are expected to engage in professional development activities that inform their teaching, renew their professional commitment, and promote the continued development and improvement of the programs they were hired to teach in or administer;

   C. Contract faculty should be fully engaged in the law school and should perform service to the law school, the University, System, the legal academy, and the legal community in Nevada.

2. In keeping with these general principles, contract faculty should:

   A. Teach 0 - 12 credits (or equivalent) per academic year depending on the type of administrative assignments they have, if any. For any Lawyering Process or other writing and skills course, the maximum student:teacher ratio should be 18:1 per three-credit course. Any teaching assignments for writing or skills courses that have higher ratios should be counted as more than the standard number of credits. For contract faculty with 12-month contracts, the teaching and administrative load should be negotiated individually with the Dean;

   B. Participate regularly in professional development, course development or program development activities that further develop knowledge and expertise of the various disciplines taught by contract faculty;
C. Perform service to the law school, the University, System, legal academia, and the legal community;

D. Serve on law school committees as assigned each semester;

E. Have the opportunity to supplement their salaries by teaching in the summer if they have a 9-month contract;

F. Be eligible, when teaching an overload of credits, to receive supplemental income for the extra credits;

G. If contract faculty teach uncompensated overloads, they may be assigned to offset the overload credits for professional development assignments in subsequent semesters. Professional development assignments could include doing relevant pro bono legal work in the community, doing legal writing scholarship, developing teaching materials for the Lawyering Process, Academic Success, Externship programs or the Saltman Center, and other similar activities.

VII. WORKLOAD ASSIGNMENTS AND DISTRIBUTION OF RESPONSIBILITIES

1. Administration of William S. Boyd Workload Policy. The BSL Workload Policy will aid in the furtherance of the law school’s goals. Because all full-time members of the law faculty contribute to these goals, this policy applies to tenured, tenure-track, and contract faculty (nontenure-track), recognizing the differences in the primary responsibilities of these various groups of faculty. The policy states principles for the workload of law school faculty members belonging to these respective groups. To the extent that the Dean should need advice as to the meaning and application of this policy, the Dean shall consult with the members of the Dean’s Advisory Committee.

2. If necessary, the Dean shall appoint an ad hoc committee to draft interpretations of this policy.

3. Faculty Responsibilities Related to Policies and Guidelines.

   See UNLV Bylaws, Chapter 3, Sections 2.4 and 5.1; UNLV Bylaws are located at:<http://blue.scsr.nevada.edu/Handbook/title-5/t5-CH06.doc_cvt.htm#t5c6s1>.

   It is understood that all faculty members will fulfill their individual obligations as detailed in the UNLV Bylaws and all other applicable governing documents.

VIII. PRIVATE PROFESSIONAL WORK, CONSULTING, AND OUTSIDE EMPLOYMENT

Private professional work, consulting, outside employment, and other bases of supplemental compensation should not be a factor in workload assessment and determination in any University of Nevada, Las Vegas workload assignments, requests for reassignments, and/or requests for other
teaching assignments. Workload reassignments and/or other teaching assignments shall not be requested, assigned, and/or approved for any extra-compensation activities.

For the current UNLV Policy on Private Professional Work and other related policies see <http://www.unlv.edu/Research/about_policies.html>.

IX. UNIVERSITY OF NEVADA, LAS VEGAS MISSION STATEMENT AND GOALS

The UNLV Workload Assignment Policy and Guidelines shall be consistent with the academic mission of the University as represented by its Mission Statement. For the current UNLV Mission Statement, see <http://www.unlv.edu/pubs/planning/>.

The goals from the University’s Strategic Plan, inasmuch as they reflect activities that are important to the University’s purpose, shall guide and inform the UNLV Workload Assignment Policy and Guidelines. For the current Strategic Plan, see the University of Nevada, Las Vegas, Academic Master Plan at <http://www.unlv.edu/PAIR/planning/academic_master_plan.html>.
I. INTRODUCTION

A. General Policy Statement

1. The distribution of workload assignments for a tenure-track, academic faculty member in the College of Liberal Arts (CLA) will be determined in accordance with the mission and priorities of the University, our College and the goals and needs of each faculty member’s Department/Unit. All workload assignments shall be consistent with the UNLV Workload Assignment Policy and Guidelines, the applicable sections of the Board of Regents’ Handbook, the bylaws of the University, the bylaws of our College, and the bylaws of the faculty member’s Department/Unit. Each faculty member’s workload will be distributed over an agreed-upon allocation of activity in the areas of teaching, research or creative activity, and service. It is the responsibility of all faculty members to be engaged in the pursuit of excellence in the creation and distribution of knowledge.

2. In compliance with the teaching workloads established by the Board of Regents for all UCCSN institutions (see Tit. 4, Ch. 3, Sec. 3) and the UNLV Workload Assignment Policy and Guidelines, the standard CLA instructional requirement for all full-time, tenure-track
faculty is three (3) courses per semester (where one course equals three credits). CLA Units may define workload assignments in terms of contact hours rather than credit hours; may make distinctions among placing diverse pedagogical demands upon faculty; may employ other metrics for assessing curricular and pedagogical responsibilities and contributions. Regardless of how the pedagogical duties are calculated, the understanding must be on file in the Office of the Executive Vice President and Provost and in the College office. The specific formula based on contact hours must be specified in the applicable governing Workload Policy(ies) of each Department/Unit. The nature of academic work dictates against a standardized definition of work in terms of hours (e.g., 40-hour work week).

3. In recognition of the fact that there is great diversity among Departments/Units as to the specific nature of their work, the CLA Workload Policy is intended to provide the basic principles on which faculty workload assignment and distribution decisions are based. Each Department/Unit shall develop a Workload Policy consistent with University and CLA guidelines except for Departments/Units that choose wholly to defer in writing to this CLA Workload Policy. All Departments'/Units' Workload Policies or deferrals must be approved by the CLA Dean. Copies of all workload policies will be kept on file in the CLA Dean's Office as well as at the Executive Vice President and Provost's Office. These policies will be accessible to members of the President's Office at all times.

4. The workload policy guidelines below shall apply to full-time, academic tenure-track faculty with teaching responsibilities. Part-time tenure-track faculty with teaching responsibilities will have prorated workload assignments. It shall not apply to nontenure-track (Rank 0) appointments, those who have administrative or non-teaching appointments, part-time instructors, or support staff. Nontenure-track (Rank 0) employees with teaching responsibilities generally will teach four courses per semester. Nontenure-track workload assignments, however, may be negotiated to include other responsibilities, such as directing a laboratory, advising, or other duties. The reassignment and other teaching assignment categories may be used to designate the other responsibilities negotiated in the nontenure-track employees' workload assignments.

5. Under very limited circumstances, a tenured faculty member may request a four (4) course (one course equals three credits) per semester teaching load in lieu of any requirements for research or creative activity. This is known as a Teaching-Track Assignment. Assignments for teaching-track faculty must be approved by the Chair/Director, Dean, and the Executive Vice President and Provost. Annual evaluations will be based solely on teaching and service activities. A return to regular faculty status, and the return to the standard University
instructional requirement for all full-time, tenure-track faculty of three (3) courses per semester, can be negotiated at any time, although it is not anticipated that teaching track arrangements will be made for an indefinite term.

B. Faculty Responsibilities Related to Policies and Guidelines

See UNLV Bylaws, Chapter 3, Sections 2.4 and 5.1; UNLV Bylaws are located at:
<http://blue.scsr.nevada.edu/Handbook/title-5/t5-CH06.doc_cvt.htm#t5c6s1>.

It is understood that all faculty members will fulfill their individual obligations as detailed in the UNLV Bylaws, the CLA Bylaws, and all other applicable governing documents. Each faculty member is asked to pay particular attention to the following section of the UNLV Bylaws:

*Title 5, Chapter 6, Chapter III, Section 5. Individual Faculty Responsibilities*

5.1 Each academic unit shall establish guidelines to ensure that all academic faculty maintain a predictable number of office hours during the regularly scheduled semesters. Office hours shall be posted and the faculty shall be available to students, colleagues, and others during these times. (B/R 5/93)

*For Academic Faculty.* It is understood that all academic faculty members will fulfill their individual obligations:

A. To their students by meeting classes as scheduled, evaluating academic performance fairly, counseling students;

B. To their departments [units] and university by carrying through with the workload commitment in accordance with college bylaws;

C. To their profession and discipline to attain the terminal degree and to continue their professional development;

D. To the university community.

II. BASIC PRINCIPLES OF CLA WORKLOAD POLICY

A. Common activities that are crucial to the mission of both the University and the College are teaching; research and creative activity; advising; administrative and governance service; professional development; maintaining currency in academic discipline; public, professional, and institutional service; developing curriculum and other instructional enhancements; and resource procurement. Any one of these might serve as justification for a reassignment or other teaching assignment of some of the standard instructional teaching workload requirements.

B. All CLA workload assignments must be consistent with the standard University instructional requirements; and the applicable workload guidelines, procedures, and policies of the specific Departments/Units. In addition, all reassignments and other teaching assignments must be requested and/or assigned, documented, and approved each semester, as outlined in this document.
and the UNLV Workload Assignment Policy and Guidelines, with the respective Department/Unit Bylaws and Workload Policy governing each faculty member detailing the specific requirements. These requests and/or assignments will be documented and approved when the schedules are finalized each semester. Reassignments and other teaching assignments are made on a case-by-case basis, and are not automatic. Faculty can expect that the inability to complete proposed activities may result in denial of future requests, or cancellation of reassignments and or other teaching assignments that may have been pre-approved.

C. Summer assignments are not normally considered part of the academic year’s workload assignments for a B-contract faculty member, as faculty are normally compensated for summer teaching in other ways. In exceptional circumstances, faculty members may request that they be permitted to forego this usual compensation and that their summer teaching instead be counted as part of their fall or spring semester workload assignments. Such exceptions will usually arise from the curricular needs of students. This policy would include those faculty members who teach in alternative summer semester programs. These requests must be approved in advance by the faculty member’s Supervisor; the CLA Dean; and the Executive Vice President and Provost.

D. Teaching assignments will not be reduced to zero over an academic year except in the case of sabbatical leave, professional development leave, research buy-out, fellowship leave (e.g., Fulbright), temporary assignment to a major university position (e.g., Interim Dean, Assistant to the President), or other approved assignments. Any assignments, reassignments, and/or other teaching assignments which bring the faculty member’s teaching assignments to zero must be approved in advance by the faculty member’s Supervisor, CLA Dean, and the Executive Vice President and Provost.

E. A reassignment or other teaching assignment will not automatically (?) be granted if a faculty member’s course fails to enroll a sufficient number of students as defined by the University. The faculty member may be assigned to teach a course ordinarily taught by a part-time instructor or by a graduate assistant; or, the faculty member may request to teach an overload the following semester without additional compensation or request another type of reassignment or other teaching assignment. These other teaching assignments and/or reassignments must be approved by the faculty member’s Supervisor and CLA Dean or Dean’s designee.

F. Teaching in Interdisciplinary Programs and/or Other Departments, Units, Programs, Units. A faculty member may teach for a Unit other than his/her own; such as Women’s Studies, the Honors Program, or any other Department, Unit, Program, or interdisciplinary program; and that course will be counted toward that faculty member’s standard University instructional teaching
assignment. The faculty member’s Supervisor must approve this assignment and be willing to certify to the Dean that the unit can teach its core curriculum under such circumstances.

G. Overload. Overload teaching assignments must be approved by the faculty member’s Supervisor and CLA Dean. Faculty with approved teaching overload assignment contracts must continue to fulfill service and research obligations. Faculty may not request overload teaching assignments if they have also requested and been approved for reassignment(s) and/or other teaching assignment(s).

III. WORKLOAD ASSIGNMENTS AND DISTRIBUTION OF RESPONSIBILITIES

Individual workload assignments and distribution of responsibilities will be determined each semester for faculty members in accordance with the mission and priorities of the University, the goals of the CLA and the faculty member’s Department/Unit. All faculty who are governed by the UNLV Workload Assignment Policy and Guidelines must follow the practices and procedures for implementation and record keeping in accordance with the general guidelines of that Policy. The faculty member requesting or assigned each reassignment(s) and/or other teaching assignment(s) must complete the required documentation and obtain all required approvals within their reporting structure. Each request for reassignment and/or other teaching assignment must be documented and approved, and meet the policy and reporting policy requirements appropriate to their Department/Unit the CLA, and the University. In addition, faculty members will be required to report the outcomes of their reassignment(s) and/or other teaching assignment(s). In all but exceptional cases, such reassignments and/or other teaching assignments will have a deliverable and if the deliverable is not met, then faculty can expect to have additional classroom teaching in the subsequent semester. All documentation regarding these requests and/or assignments, as well as the results, must be in writing and maintained for purposes of audit in the Department/Unit and the CLA Dean’s Office.

A. Other Teaching Assignments. Teaching, or instructional, assignments approved for academic faculty cannot be defined by using only the framework of standard lecture and laboratory courses. There are many other types of teaching assignments that are considered part of the students’ educational experience. These other teaching assignments include, but are not limited to: laboratory teaching and/or supervision, practica or clinical teaching and/or supervision, field experience, direction of independent study, supervision of internships/externships, thesis and dissertation supervision, involvement with Doctoral and Master’s programs/students, course and curriculum development, and student advising.

Such other teaching assignments will be requested and/or assigned each semester, and must be documented and approved in writing as detailed in the respective Department/Unit Workload Policy and Bylaws and the UNLV Workload Assignment Policy and Guidelines. For
consideration of credit towards the faculty member's standard instructional requirements, these assignments must be approved. Except when codified in unit policy, these assignments are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenure-track faculty member's standard University instructional requirement.

Other Teaching Assignments may be requested and/or assigned for the following activities with the approval of the faculty member's Chair/Director and the CLA Dean. The guidelines and the credits to be assigned for each of these may be specified in the applicable Department's/Unit's Workload Policy.

1. Supervision and/or Teaching of Students in Laboratories, Clinics, Practica, Internships, Externships, Field Experience, Workshops, Seminars, and/or Other Similar Educational Settings. Other teaching assignment credits may be requested and/or assigned for these responsibilities. The credits approved for these duties would be determined by the number of credit hours and/or required student contact hours as specified in the applicable Department's/Unit's Workload Policy.

2. Teaching Assignment Offset in Another Semester or Summer Term. Other teaching assignments may be requested and/or assigned for teaching an overload in another semester or in an alternative summer semester program, without additional compensation under exceptional circumstances depending upon the curricular needs of the students. This other teaching assignment would compensate for the additional assignment/overload in another semester. The guidelines for these other teaching assignments must be specified in the applicable governing Unit's Workload Policy. Such an exchange must be approved by the faculty member's Supervisor, CLA Dean, and the Executive Vice President and Provost.

3. Teaching of Large Sections/Classes. Other teaching assignment credits may be requested and/or assigned for teaching large sections/classes. The credits approved for this other teaching assignment must be based on a formula established using the class size and/or other variables as determined by the faculty member's Department/Unit and detailed in that Unit's Workload Policy.

4. Doctoral Program Involvement. Other teaching assignment credits may be requested and/or assigned based on the faculty member's involvement with the Department's/Unit's Doctoral programs. Guidelines for the approval of these other teaching assignments and the credits to be assigned must be specified in the applicable Department's/Unit's Workload Policy. The faculty member's role and responsibilities with the Department's/Unit's Doctoral students and/or Doctoral program(s) must be detailed in order to request this other teaching assignment.
Such responsibilities could include, but not be limited to: development of a new Doctoral Program; working with and/or advising a number of Doctoral students; responsibility for interviewing prospective Doctoral students, evaluating Doctoral-program admission applications; and/or the successful completion of a specified number of dissertations or equivalent projects/documents by a faculty member’s Doctoral students.

5. Master’s/Specialist’s Program Involvement. Other teaching assignment credits may be requested and/or assigned based on the faculty member’s involvement with Master’s/Specialist’s programs. This could include, but not be limited to: development of a new Master’s/Specialist’s Program; working with and/or advising a number of Master’s/Specialist’s students; responsibility for interviewing prospective Master’s/Specialist’s students, evaluating Master’s/Specialist’s-program admission applications; and/or the successful completion of a specified number of theses/equivalent projects by a faculty member’s Master’s/Specialist’s students. The faculty member’s role and responsibilities with the Department’s/Unit’s Master’s/Specialist’s students and/or Master’s/Specialist’s program(s) must be detailed in order to request this other teaching assignment. Guidelines for the approval of these other teaching assignments and the credits to be assigned must be specified in the applicable Department’s/Unit’s Workload Policy.

6. Course and Curriculum Development. Other teaching assignment credits may be requested and/or assigned for extensive or unusual demands in the development of new courses or responsibility for the evaluation of and/or the restructuring of a Unit’s curriculum. Guidelines for the approval of these other teaching assignments and the credits to be assigned must be specified in the applicable governing Unit’s Workload Policy.

7. Innovative Teaching. Other teaching assignment credit may be requested and/or assigned for team teaching, group-based instruction, and other nontraditional approaches to classroom instruction where extra preparation time or a higher than normal rate of student contact hours is required. Guidelines for the approval of these other teaching assignments and the credits to be assigned must be specified in the applicable governing Unit’s Workload Policy.

8. Independent Study. Other teaching assignment credits may be requested and/or assigned based on a specified number of student credit hours in independent study. Guidelines for the approval of the number of credits for this other teaching assignment must be based on a formula (i.e., number of independent study credits equivalent to one [1] credit of classroom lecture credit) established and detailed in the faculty member’s Department’s/Unit’s Workload Policy.
B. Reassignments. These may include, but are not limited to the following: research related to scholarly work in the faculty member's discipline aimed at specific results (e.g., books, articles, or grants); and/or service to the department, college, and University community, and/or profession, including research, creative activity, consultation, administration, or other services directed toward the University or professional association to which the faculty member belongs and for which the faculty member is not compensated monetarily.

Reassignments may be requested and/or assigned each semester, and must be documented and approved in writing as detailed in the faculty member's respective Department's/Unit's Workload Policy and Bylaws. They are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenure-track faculty member's standard University instructional requirement. Reassignments may be requested and/or assigned for one or more of the following activities:

1. Scholarship. Reassignments may be requested and/or assigned for the preparation of articles, books, and other manuscripts for publication. Guidelines for approving these reassignments must be specified in the applicable Department's/Unit's Workload Policy.

2. Professional Development Related to Research or Creative Activity and/or Instruction. Reassignments may be requested and/or assigned for the purposes of ordering, installing, and/or testing new laboratory equipment, studio facilities, or instrumentation related to research, creative activities, and/or instruction; preparing a new area of research, creative activity, and/or instruction; and/or enhancing instruction skills or learning new material in order to stay current in the faculty member's established field. Guidelines for approving these reassignments must be specified in the applicable Department's/Unit's Workload Policy.

3. Participation in Performance Groups and/or Creative Exhibits. Reassignments may be requested and/or assigned for participation in performance groups and/or creative exhibits related to the faculty member's field. These types of reassignments are not typically granted within the CLA.

4. Research and Development Related to Proposal Preparation. Reassignment may be requested for preparation of a proposal for which the faculty member would be the Principal Investigator/Project Director. It is not necessary that the proposal be funded during the semester a reassignment is approved, but it should be submitted for review to a funding agency during or shortly after that semester. Guidelines for approving these reassignments must be specified in the applicable Department's/Unit's Workload Policy.

5. Research Supervision/Project Director. Reassignment may be requested if the faculty member is the Principal Investigator, Chief Administrator, or Director/Supervisor of an unusually
large or complex grant or contract funded by extramural sources for which the University receives indirect cost remuneration. Whenever possible, compensation must be returned to the University to cover costs of replacing the faculty member with the grant or contract funding. Reassignment would not be approved for summer research. Guidelines for approving these reassignments must be specified in the applicable Department’s/Unit’s Workload Policy.

6. Department Chair, School Director, Program Director, Center Director, Institute Director, or other administrative assignment. Reassignments may be requested and/or assigned for these faculty members’ administrative duties. Reassignment credits will vary depending on the size/complexity of the Department, School, Program, Institute, Center or Unit; the number and level of degree programs offered; and/or whether the faculty member has the major responsibility for the administration and supervision of a Facility or Unit. Faculty will negotiate this reassignment with the CLA Dean.

7. Graduate Coordinator/Undergraduate Coordinator. Reassignments may be requested and/or assigned for this category and will vary depending upon the number and level of degree programs offered; if the faculty member has the major advising responsibilities for the Department’s/Unit’s graduate or undergraduate program(s); the number of students actively enrolled in the program(s); and/or if the faculty member has major advising responsibilities and/or is responsible for scheduling (classes and/or faculty) and curriculum development for the Department’s/Unit’s graduate or undergraduate program(s). Faculty will negotiate this reassignment with their Chair/Supervisor.

8. Other Administrative Assignments and/or Other Major University or Unit Service. Reassignments may be requested and/or assigned for other administrative assignments/duties (e.g., Director of Internships, Curator, Computer Coordinator); and/or for serving as Chair of a significant committee/task force, serving on multiple committees/task forces (for faculty member’s Unit[s], College/Division, and/or University), serving as Faculty Senate Chair, serving as NCAA representative, or other similar service-intensive positions. Faculty will negotiate this reassignment with their Chair/Supervisor who must justify it to the Dean.

9. Service to Profession. These reassignments would include Editor/Associate Editor of a major Professional Journal; Convention/Program Chair of a major conference; Officer of an important Professional Association; and/or other comparable service to the faculty member’s profession. Reassignments may be requested and/or assigned if the faculty member has primary responsibility for the review and selection of manuscripts; or if it appears the scope and responsibilities of the journal position warrant reassignment. Reassignments may be
requested and/or assigned for service as the Program Chair or local arrangements Chair of a major convention of the discipline; and/or for service as an officer of a regional or national professional association, depending upon the prestige of the organization and the scope and responsibilities of the position. Faculty will negotiate this reassignment with their Chair/Supervisor who must justify any such reassignment to the Dean.

10. Newly Hired Faculty. Newly hired faculty in tenure track-positions, who are not hired with tenure, may negotiate a one-time reassignment of a three-credit course (or its equivalent) during the first three years of employment. The documentation for these requests must specify the purpose using one of the other categories of reassignments and/or other teaching assignments. Faculty will negotiate this reassignment with their Chair/Supervisor.

11. Leave. This category of reassignment is used when a specific type of leave has been approved by the applicable Chair/Supervisor or Dean (e.g., sabbatical, faculty development, medical).

C. Reassignments and/or other teaching assignments shall not be requested, assigned, and/or approved for the following:

1. Any private, professional services including, but not limited to, consulting, performance/ exhibits, expert witness services, contract work, or other employment where there is remuneration over and above the faculty member’s University compensation.

2. Community service activity that is not integral to a faculty member’s area of teaching and/or research expertise.

3. Instruction, workshop organization, conference planning, curriculum development, clinical work for licensing requirements where there is remuneration over and above the faculty member’s University compensation.

Criteria for Reassignments.

Unless more restrictive constraints are in departmental workload policies, one of the following criteria will need to be met in order to be eligible for one 3-credit reassignment: 1) Graduate coordinator. In case of units (or programs within units) with 25 or more students, two such reassignments may be permitted. 2) Graduate thesis/dissertation supervision: Supervisors may receive one reassignment for each 5 M.A. or 3 Ph.D theses supervised. 3) Membership on graduate thesis/dissertation committees. Committee member may receive 1 reassignment for each 10 M.A. or 6 Ph.D committees on which they serve. 4) Instructor for large numbers 12 undergraduate or graduate independent study courses. Although such arrangements are often very helpful to the student, they are not efficient for the college’s performance of its teaching mission and thus are not encouraged. However, there may be extraordinary circumstances in which reassignment is warranted.
for exceptional contribution to independent study. All credits for reassignments must be used within
3 semesters of award.

IV. PRIVATE PROFESSIONAL WORK, CONSULTING, AND OUTSIDE EMPLOYMENT
Private professional work, consulting, outside employment, and other bases of supplemental
compensation will not be a factor in any determination of any University workload assignments,
requests for reassignments, and/or requests for other teaching assignments. Workload reassignments
and/or other teaching assignments shall not be requested, assigned, and/or approved for any extra-
compensation activities.

For the current UNLV Policy on Private Professional Work and other related policies; see
<http://www.unlv.edu/Research/about_policies.html>.

V. UNIVERSITY OF NEVADA, LAS VEGAS MISSION STATEMENT AND GOALS
The CLA Workload Assignment Policy and Guidelines shall be consistent with the academic mission
of the University and College of Liberal Arts as represented by the respective Mission Statements.

For the current UNLV Mission Statement, see <http://www.unlv.edu/pubs/planning/>.

The goals from the University’s and College’s Strategic Plans, inasmuch as they reflect activities
that are important to the University’s and College’s purposes, shall guide and inform the CLA
Workload Assignment Policy and Guidelines. For the current Strategic Plan, see the University of
Nevada, Las Vegas, Academic Master Plan at
<http://www.unlv.edu/PAIR/planning/academic_master_plan.html>.
I. INTRODUCTION

A. General Policy Statement

1. The distribution of workload assignments for a full-time academic faculty member will be determined in accordance with the mission and priorities of the University, and the goals and needs of the School of Nursing. All workload assignments shall be consistent with the UNLV Workload Assignment Policy and Guidelines, the applicable sections of the Board of Regents’ Handbook, and the bylaws of the University, as well as the bylaws and Workload Policy of the School of Nursing. Each faculty member’s workload will be distributed over an agreed-upon allocation of activity in the areas of teaching, research or creative activity, and service. It is the responsibility of all faculty members to be engaged in the pursuit of excellence in generating, transmitting, applying, and preserving knowledge.

2. The standard University instructional requirement for all full-time, tenure-track faculty is three (3) courses per semester (one course equals three credits). Some of the School of Nursing workload assignments are defined in terms of contact hours rather than credit hours. The specific formula based on contact hours is specified in this Policy. The nature of academic work dictates against a standardized definition of work in terms of hours (e.g., 40-hour work week).
3. In recognition of the fact that there is a great diversity among Units at UNLV as to the specific nature of their work, the School of Nursing Workload Policy provides the basic principles on which School of Nursing faculty workload assignment and distribution decisions are based. The School of Nursing Workload Policy must be approved by the Executive Vice President and Provost and the President of the University. A copy of the School of Nursing Workload Policy will be kept on file in the Executive Vice President and Provost’s Office, and will be accessible to members of the President’s Office at all times.

4. The University’s workload policy guidelines below shall apply to full-time, academic tenure-track faculty, with teaching responsibilities. It shall not apply to nontenure track (Rank 0), those who have administrative or any teaching appointments, part-time instructors, or support staff. Nontenure track (Rank 0) employees with teaching responsibilities generally will teach four (4) courses per semester. Nontenure track workload assignments, however, may be negotiated to include other responsibilities, such as directing a laboratory or other duties. The reassignment and other teaching assignment categories may be used to designate the other responsibilities negotiated in the nontenure track employees’ workload assignments.

The School of Nursing, to meet the mission of quality education at all levels (baccalaureate, master’s and doctorate), employs nontenure track faculty to work primarily with the baccalaureate-level student. The following ranks and teaching expectations uphold the mission of the School:

Nontenure-track (Rank 0): Identified as Lecturers, Clinical Instructors, Faculty-in-Residence are expected to teach twelve (12) credit hours per semester. All nontenure track faculty are expected to be available for student consultation during normal office hours for a minimum of four (4) hours per week, participate on School committees, and if elected or appointed, to serve on University-level committees. Nontenure track faculty, which includes Faculty-in-Residence, are not expected to engage in scholarship; however if in clinical or educational pursuits the nontenure-track faculty member identifies researchable problems or grant opportunities, they may negotiate other workload assignments (using the reassignment and/or other teaching assignment categories), to work collaboratively with a tenure-track or tenured faculty, or independently if appropriate, in pursuit of the scholarship activities.

Tenured and Tenure-track faculty (Assistant, Associate and Full professor) are expected to teach nine (9) credits per semester. Tenured and Tenure-Track faculty are to be available for student consultation during normal office hours for a minimum of four (4) hours per week and participate on committees of the School, Division, University and/or System as appropriate. Tenured and Tenure-Track faculty are expected to engage in scholarly activities, and may utilize all of the categories for “Other Teaching Assignments” or “Reassignments” as defined in this document. Requests for and/or assignments of “Reassignments” and/or “Other Teaching Assignments” must be submitted on the appropriate forms, and are to be negotiated with the Supervisor/Department Chairperson and approved by the Dean. Faculty may have workload reassignments and/or other teaching assignments approved in more than one category. The normal expectation is that no faculty member will have more than fifty percent (50%) of their standard instructional workload assignment replaced by the approval of reassignments and/or other teaching assignments, per academic semester. Exceptions may be made for administrators such as Assistant Deans, Department Chairs, Program Coordinators, faculty who buy out a proportion of their academic-year contract, or faculty on sabbatical or faculty developmental leave.
5. Under very limited circumstances, a tenured faculty member may request a four (4) course 
(one course equals three credits) per semester teaching load in lieu of any requirements for 
research or creative activity. This is known as a Teaching-Track Assignment. Assignments 
for teaching-track faculty must be approved by their Department Chairperson, Dean, and the 
Executive Vice President and Provost. In the School of Nursing annual evaluations will be 
based on the approved teaching load assignment. A return to regular faculty status, and the 
return to the standard University instructional requirement for all full-time, tenure-track 
faculty of three (3) courses per semester, can be negotiated at any time.

B. Faculty Responsibilities Related to Policies and Guidelines

It is understood that all faculty members will fulfill their individual obligations as detailed in the 
UNLV Bylaws, School of Nursing Bylaws, and all other applicable governing documents. Each 
faculty member is asked to pay particular attention to the following section of the UNLV Bylaws: 
*Title 5, Chapter 6, Chapter III, Section 5. Individual Faculty Responsibilities*

5.1 Each academic unit shall establish guidelines to ensure that all-academic faculty maintain a 
predictable number of office hours during the regularly scheduled semesters. Office hours shall 
be posted and the faculty shall be available to students, colleagues, and others during these times. 
(B/R 5/93)

*For Academic Faculty.* It is understood that all academic faculty members will fulfill their 
individual obligations:

A. To their students by meeting classes as scheduled, evaluating academic performance fairly, 
counseling students;

B. To their departments [units] and university by carrying through with the workload 
commitment in accordance with college [school] bylaws;

C. To their profession and discipline to attain the terminal degree and to continue their 
professional development;

D. To the university community.

II. BASIC PRINCIPLES OF THE SCHOOL OF NURSING WORKLOAD POLICY

A. Seminal activities to the Mission of the University (see Section V.) and the School of Nursing are 
teaching; research; artistic, creative, cultural exhibition, and performance; advising; 
administrative and governance service; professional development; professional service; 
instructional enhancement; and resource procurement. Any of these would serve as justification 
for requesting and/or being assigned workload reassignments and/or other teaching assignments.

B. All workload assignments must be consistent with the standard University instructional 
requirements; and the applicable workload guidelines, procedures, and policies at all required 
governing levels. In addition, all reassignments and other teaching assignments must be requested 
and/or assigned, documented, and approved each semester as outlined in this document, with the 
respective bylaws and this Workload Policy detailing the specific requirements. These requests 
and/or assignments will be documented and approved when the schedules are finalized each 
semester. Reassignments and other teaching assignments are made on a case-by-case basis, and
are not automatic. Faculty can expect that the inability to complete proposed activities may result in denial of future requests, or cancellation of reassignments and or other teaching assignments that may have been pre-approved.

C. Summer assignments are not considered part of the academic year workload assignments for B-contract faculty members. A faculty member who assumes additional teaching, advising, or other responsibilities during the summer may be compensated by means of a Letter of Appointment (LOA) for an agreed-upon amount, a supplemented contract, or request reassignment during the academic year. Faculty members may request to do additional work in the summer for no additional remuneration, and request that these additional summer assignments offset their fall or spring semester workload assignments. This would include those faculty members who teach in alternative summer semester programs, such as the School of Nursing. These requests must be approved in advance by the faculty member’s Department Chairperson, Dean, and the Executive Vice President and Provost.

D. Teaching assignments will not be reduced to zero over an academic year except in the case of sabbatical leave, professional development leave, research buy-out, fellowship leave (e.g., Fulbright), temporary assignment to a major university position (e.g., Interim Dean, Assistant to the President), or other approved assignments. Any assignments, reassignments, and/or other teaching assignments which bring the faculty member’s teaching assignments to zero must be approved in advance by the faculty member’s Department Chairperson, Dean, and the Executive Vice President and Provost.

E. A reassignment and/or other teaching assignment will not be automatically granted if a faculty member’s course fails to enroll a sufficient number of students as defined by the University. The faculty member may be assigned to teach a course ordinarily taught by a part-time instructor or by a graduate assistant; or, the faculty member may request to teach an overload the following semester without additional compensation or request another type of reassignment. These assignments and/or reassignments must be approved by the faculty member’s Department Chairperson, Dean, and the Executive Vice President and Provost.

F. Teaching in Interdisciplinary Programs and/or Other Departments, Schools, Programs, Units. A faculty member may teach a classroom, laboratory, or equivalent course for a Unit other than their own; such as Women’s Studies, the Honors Program, or in any other Department, School, Program, or interdisciplinary program; and that course will be considered part of the faculty member’s standard University instructional teaching assignment. The faculty member’s Department Chairperson must approve this assignment.

G. Overload. Overload teaching assignments must be approved by the faculty member’s Department Chairperson and Dean. Faculty with approved teaching overload assignment contracts must continue to fulfill service and research or creative activity obligations. Faculty may not request overload teaching assignments if they have also requested and been approved for reassignment(s) and/or other teaching assignment(s).

H. Workload Assignments in the School of Nursing: Requests for and/ or assignments of “Other Teaching Assignments” and/or “Reassignments” will be considered by the faculty member’s Department Chairperson and Dean based upon available funding and faculty resources to meet the needs of the School.

III. WORKLOAD ASSIGNMENTS AND DISTRIBUTION OF RESPONSIBILITIES.
Individual workload assignments and distribution of responsibilities will be determined each semester for faculty members in accordance with the mission and priorities of the University and the School of Nursing. All faculty who are governed by the School of Nursing Workload Policy must follow the practices and procedures for implementation and records-keeping in accordance with the general guidelines of this Policy. The faculty member requesting each reassignment and/or other teaching assignment must complete the required documentation and obtain approval of all administrators, as required, within their reporting structure. Each request for reassignment and/or other teaching assignment must be documented and approved, and meet the policy and reporting policy requirements appropriate to their governing Units. In addition, faculty members will be required to report the results of their reassignment(s) and/or other teaching assignment(s). Faculty can expect that the inability to produce results may result in the denial of future requests and/or the cancellation of reassignments and/or other teaching assignments that may have been pre-approved. All documentation regarding these requests and/or assignments, as well as the results, must be in writing and maintained for purposes of audit by the Dean’s Office for the School of Nursing.

A. Other Teaching Assignments. Teaching, or instructional, assignments approved for full-time academic faculty cannot be defined by only using the framework of standard lecture and laboratory courses. There are many other types of teaching assignments that are considered part of the students’ educational experience. Students are either learning when taught within these other structures, or students will benefit from the faculty member’s involvement in these other teaching assignments. These other teaching assignments include, but are not limited to: laboratory teaching and/or supervision, practicum or clinical teaching and/or supervision, field experience, direction of independent study, supervision of internships/externships, thesis and dissertation supervision, involvement with graduate programs/students, course and curriculum development, and student advisement.

These other types of teaching assignments will be requested and/or assigned each semester, and must be documented and approved in writing as detailed in the School of Nursing Workload Policy and Bylaws. For consideration of credit towards the faculty member’s standard instructional requirements, these other teaching assignments must be approved. They are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenure-track faculty member’s standard University instructional requirement of three (3) courses per semester.

The activities associated with these other teaching assignments must be outlined by the faculty member in a written proposal along with their “Request for Reassignment and/or Other Teaching Assignment.” These other teaching assignments must be negotiated with the faculty member’s Department Chairperson and approved by the Dean.

Other Teaching Assignments may be requested and/or assigned for the following activities with the approval of the faculty member’s Department Chairperson and Dean. The guidelines and the credits to be assigned for each of these are detailed in this policy.

1. Supervision and/or Teaching of Students in Laboratories, Clinics, Practicums, Internships, Externships, Field Experience, Workshops, Seminars, and/or Other Similar Educational Settings. Other teaching assignment credits may be requested and/or assigned for these responsibilities. The credits approved for these duties will be determined as specified below.

   a. Structured versus Mentoring Courses in the School of Nursing
The commitment of time and effort in teaching a regularly scheduled theory course (hereafter referred to as “structured” courses) at the undergraduate or graduate level is well appreciated with regard to credit hours and credit towards teaching workload assignments. Often more difficult to assess is the time commitment associated with courses offered in a seminar format, such as independent research/study, or capstone/thesis/dissertation advising (hereafter designated as “mentoring” courses). The format of such mentoring courses within the School of Nursing is somewhat variable with some courses taking relatively little effort and some commanding more effort than a structured course. Faculty requesting other teaching assignments for mentoring courses may use syllabi, prepared handouts, meeting schedules, assignments, student contracts, etc., to establish the real nature of the teaching commitment in negotiations with the faculty member’s Department Chairperson and Dean. Six (6) other teaching assignment credit hours is the maximum that normally may be approved for mentoring courses each semester.

b. Dual Listed Courses in the School of Nursing
Courses that are dually listed at the undergraduate and graduate level (i.e. 400/600 courses) will not be counted for double credit. However, it is recognized that the graduate portion of these courses must be more rigorous than the undergraduate section. If the additional mentoring/supervision activities associated with the graduate-level course requirements can be demonstrated to warrant it, one (1) additional credit will be considered for approval for the 600-level portion. The faculty member’s Department Chairperson and Dean must approve this other teaching assignment request. Faculty teaching courses that are dually listed between Department, Colleges or Schools, likewise will not be awarded double credit.

c. Clinical and Laboratory Courses in the School of Nursing
Many courses in the School of Nursing involve clinical and laboratory sections. Clinical and laboratory sections traditionally require more contact hours than reflected in the credit hours assigned. Within the School of Nursing, three (3) contact hours in the clinical area or laboratory are to be assigned 1 to 1.5 teaching hour credits (i.e., a 3-credit course would have 9 contact hours and be given 3 to 4.5 teaching workload hours). Clinical contact hours do not include advising, office hours or similar efforts. See Table below.

The School of Nursing recognizes two levels of clinical/laboratory supervision (Direct and Indirect). Direct supervision of students in a clinic or laboratory requires continuous, direct supervision during the entire clinical or laboratory experience. Indirect supervision of students-occurs when the student works with a preceptor. Faculty at the undergraduate level select and orient the preceptor, assign students, provide support and communicate with students and preceptors by regular visits to the clinical area, and maintain electronic availability at all times during the clinical experience.

To generate an equitable conversion between the contact hours spent in clinical courses and laboratory session and credit hours for workload assessment purposes, the School of Nursing adopted the following conversion policy.

Faculty in direct clinical or laboratory supervision courses may request and/or be assigned up to one-half (.5) other teaching assignment credits for every one (1) semester course credit.
Indirect clinical or laboratory supervision: The format of precepted courses within the School of Nursing is variable with some courses taking fewer contact hours than a directly supervised course, while others require contact hours equivalent to a direct supervision course. Faculty may use syllabi, number of students in the class, meeting schedules, assignments, student contracts, etc., to establish the nature of the teaching commitment and may request and/or be assigned up to one-half (.5) other teaching assignment credits for every one (1) semester course credit. Requests for other teaching assignments will be granted only when adequate funding and faculty resources are available to meet the needs of the School.

<table>
<thead>
<tr>
<th>Semester Hour Credits</th>
<th>Faculty Other Teaching Assignment Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Credit</td>
<td>Up to .5</td>
</tr>
<tr>
<td>3 Credits</td>
<td>Up to 1.5</td>
</tr>
<tr>
<td>6 Credits</td>
<td>Up to 3.0</td>
</tr>
</tbody>
</table>

**HOME HOSPITAL FACULTY SUPERVISION ASSIGNMENT CREDITS**

<table>
<thead>
<tr>
<th>Home Hospital Faculty Supervisor</th>
<th>Faculty Teaching Assignment Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester/New Home Hospital Supervision</td>
<td>1.5</td>
</tr>
<tr>
<td>Subsequent Semesters/Established Home Hospital</td>
<td>1.0</td>
</tr>
</tbody>
</table>

d. **Coordination of Classes with Multiple Clinical Sections**

Due to the nature of nursing education, courses frequently are a combination of didactic material taught by the lead teacher (one faculty member or a team of faculty members), and clinical experiences which allow the student to apply the theoretical material with individual patients/clients and to practice clinical skills. The clinical experience portion of the course may be taught by the faculty member teaching the didactic content or by faculty who are not directly involved in the theoretical presentation of material. To maintain the relationship between the theory and clinical portions of the class and plan for equivalent experiences in several different clinical agencies, the lead teacher(s) may request and/or be assigned other teaching assignment credit to coordinate the clinical portions of the class. One (1) other teaching assignment credit may be approved when two or more clinical sections of the class are offered.

2. **Teaching Assignment Offset in Another Semester or Summer Term.** Other teaching assignments may be requested and/or assigned for teaching an overload in another semester or in an alternative summer semester program (i.e., School of Nursing) without additional compensation. This other teaching assignment would compensate for the additional assignment/overload in another semester. Faculty teaching summer semester may choose to not teach fall or spring semester with approval by the faculty member’s Department Chairperson, Dean, and the Executive Vice President and Provost.
3. **Teaching of Large Sections.** Other teaching assignment credits may be requested and/or assigned for teaching large sections. The credits approved for this assignment are based on the formula established using the class size and/or other variables as detailed below.

The School of Nursing recognizes the impact of large classes on faculty workload and will consider requests and/or assignments for other teaching assignments credits based on the number of students in a class. The following guidelines provide the basis for consideration when requesting and/or being assigned credit toward a faculty member’s workload.

- Maximum base class size for a three-credit course should be 50 students.
- Maximum base class size for a three-credit online course should be (50 students at the undergraduate level; 25 students at the master’s level; 15 at the doctorate level).
- For each additional increment of up to 50 students over the undergraduate, (additional increment of up to 25 students at the master’s level; additional increment of up to 15 at the doctorate level) base size, faculty may request and/or be assigned one (1) hour of other teaching assignment credit.
- For example, faculty teaching:
  - Three-credit classes of 51-100 students may request and/or be assigned workload assignment credit for four (4) hours (which would include 1 credit hour of other teaching assignment)
  - Three-credit classes of 101-to-150 students may request and/or be assigned workload assignment credit for five (5) hours (which would include 2 credit hours of other teaching assignment), etc.

In general, requests and/or assignments for other teaching assignments credits based on class size will not be approved if a faculty member has significant supplementary aid in teaching, such as GAs/TAs for grading, advising, or holding breakout sessions, etc. Requests and/or assignments for these other teaching assignment credits for teaching large classes must be negotiated with the faculty member’s Department Chairperson and approved by the Dean.

4. **Doctoral Program Involvement.** Other teaching assignment credits may be requested and/or assigned based on the faculty member’s involvement with the School of Nursing's Doctoral programs. This could include, but not be limited to: development of a new Doctoral Program; working with and/or advising a number of Doctoral students; responsibility for interviewing prospective Doctoral students, evaluating Doctoral-program admission applications; and/or the successful completion of a specified number of dissertations or equivalent projects/documents by a faculty member’s Doctoral students. The faculty member’s role and responsibilities with the Doctoral students and/or Doctoral program(s) must be detailed in order to request this other teaching assignment.

The School of Nursing recognizes that the workload for faculty actively teaching/participating in a doctoral program with high levels of expectations for graduate education and research productivity is qualitatively different from that of faculty teaching in master’s and baccalaureate-level programs. The mix of teaching workload expectations for faculty in the doctoral program may reflect these differences.

As a guideline, faculty teaching extensively in the doctoral program would teach an average of one-to-two (1-2) structured courses per semester. The remainder of their standard teaching workload credits may be accounted for with requests and/or assignments for other teaching assignments for mentoring courses and other activities related to working with doctoral students; or requests and/or assignments for reassignments for research or other professional and administrative activities. The activities associated with this other teaching assignment
must be negotiated with the faculty member’s Department Chairperson and approved by the Dean.

5. **Master’s Program Involvement.** Other teaching assignment credits may be requested and/or assigned based on the faculty member’s involvement with the School of Nursing Master’s programs. This could include, but not be limited to: development of a new Master’s Program; working with and/or advising a number of Master’s students; responsibility for interviewing prospective Master’s students; evaluating Master’s program admission applications; and/or the successful completion of a specified number of theses/equivalent projects by a faculty member’s Master’s students. The faculty member’s role and responsibilities with the Unit’s Master’s students and/or Master’s program(s) must be detailed in order to request this other teaching assignment.

School of Nursing faculty serving as Chairs of capstone or thesis advisory committees for active Master’s students may request and/or be assigned other teaching assignment credits. A faculty member may request and/or be assigned up to a maximum of one (1) other teaching assignment credit for each graduate student for whom s/he serves as major Advisor/Chair up to a maximum of six (6) other teaching assignment credits per semester for the combination of theses, and independent study courses (see Section III.A.2.). The activities associated with this other teaching assignment must be negotiated with the faculty member’s Department Chairperson and approved by the Dean.

6. **Course and Curriculum Development.** Other teaching assignment credits may be requested and/or assigned for extensive or unusual demands in the development of new courses or responsibility for the evaluation of and/or the restructuring of a Unit’s curriculum. Guidelines for the approval of these other teaching assignments and the credits to be requested and/or assigned are specified below:

Faculty may request and/or be assigned other teaching assignment credits based on teaching a new course or developing a course for on-line presentation. The other teaching assignment may be requested and/or assigned the semester prior to offering the course if the course is new to the curriculum. The other teaching assignment may be requested and/or assigned the semester the class is being offered, if the course is a continuing course, but new to the faculty member. Up to three (3) credits may be requested and/or assigned. The activities associated with this other teaching assignment must be outlined by the faculty member in a written proposal along with their “Request for Reassignment and/or Other Teaching Assignment.” This other teaching assignment must be negotiated with the faculty member’s Department Chairperson and approved by the Dean.

7. **Innovative Teaching.** Other teaching assignment credit may be requested and/or assigned for team teaching, group-based instruction, and other nontraditional approaches to classroom instruction where extra preparation time or a higher than normal rate of student contact hours is required.

The activities associated with this other teaching assignment must be outlined by the faculty member in a written proposal along with their “Request for Reassignment and/or Other Teaching Assignment.” This other teaching assignment must be negotiated with the faculty member’s Department Chairperson and approved by the Dean.
8. **Independent Study.** Other teaching assignment credits may be requested and/or assigned based on a specified number of student credit hours in independent study. Guidelines for the approval of the number of credits for this assignment are detailed below:

The School of Nursing guidelines for requesting and/or being assigned other teaching assignment credits to faculty involved in independent study or student mentoring as part of an organized program are as follows:

Independent study: Independent Study is typically only at the graduate level and typical enrollment at this level is 6-8 students. Therefore, faculty may request and/or be assigned up to one-half (.5) other teaching assignment credit per three (3) student credit hours of independent study. This other teaching assignment must be negotiated with the faculty member’s Department Chairperson and approved by the Dean.

B. **Reassignments.** These may include, but are not limited to the following: research related to scholarly and creative work in the faculty member’s discipline aimed at specific results (e.g., books, articles, reports, and artistic creations or performances); and/or service to the University community, and/or profession, including research, creative activity, consultation, administration, or other services directed toward the University or professional association to which the faculty member belongs and for which the faculty member is not compensated monetarily.

Reassignments may be requested and/or assigned each semester, and must be documented and approved in writing as detailed in the School of Nursing Workload Policy and Bylaws. They are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenure-track faculty member’s standard University instructional requirement of three (3) courses per semester. Reassignments may be requested and/or assigned for one or more of the following activities:

1. **Scholarship.** Reassignments may be requested and/or assigned for the preparation of articles, books, reports, and other manuscripts for publication, and the preparation of creative performances or exhibits. Guidelines for approving these reassignments are specified below:

   School of Nursing faculty may request and/or be assigned up to a three-credit hour reassignment, per semester, to accommodate research and scholarly activities. The activities and standards of performance associated with a project must be outlined by the faculty member in a written proposal along with their “Request for Reassignment and/or Other Teaching Assignment.” This reassignment must be negotiated with the faculty member’s Department Chairperson and approved by the Dean.

2. **Professional Development Related to Research or Creative Activity and/or Instruction.** Reassignments may be requested and/or assigned for the purposes of ordering, installing, and/or testing new laboratory equipment, studio facilities, or instrumentation related to research, creative activities, and/or instruction; preparing a new area of research, creative activity, and/or instruction; and/or enhancing instruction skills or learning new material in order to stay current in the faculty member’s established field.

   School of Nursing faculty may request and/or be assigned a maximum of a three-credit hour reassignment, per semester, to prepare a new area of School of Nursing based research, installing or testing new laboratory equipment related to instruction, enhancing instructional skills or learning new material in order to stay current. The activities and justification for this reassignment must be outlined by the faculty member in a written proposal along with their
“Request for Reassignment and/or Other Teaching Assignment.” This reassignment must be negotiated with the faculty member’s Department Chairperson and approved by the Dean.

3. **Participation in Performance Groups and/or Creative Exhibits.** Reassignments may be requested and/or assigned for participation in performance groups (e.g., Sierra Wind Quintet, Mariposa Trio) and/or creative exhibits related to the faculty member’s field. This reassignment is not applicable to the School of Nursing Faculty.

4. **Research and Development Related to Proposal Preparation.** Reassignment may be requested if a faculty member is preparing a proposal for which the faculty member would be the Project Director. It is not necessary that the proposal be funded during the semester a reassignment is approved, but it should be submitted for review to a funding agency during that semester.

   The activities and justification for this reassignment must be outlined by the faculty member in a written proposal along with their “Request for Reassignment and/or Other Teaching Assignment.” This reassignment must be negotiated with the faculty member’s Department Chairperson and approved by the Dean.

5. **Research or Creative Activity Supervision/Project Director.** Reassignment may be requested and/or assigned if the faculty member is the Principal Investigator, Chief Administrator, or Director/Supervisor of a creative activity supported by a grant or contract funded by extramural sources for which the University receives indirect cost remuneration. Whenever possible, compensation must be returned to the University to cover costs of replacing the faculty member with the grant or contract funding.

   School of Nursing faculty may request and/or be assigned reassignment credits to serve as the Principal Investigator or Chief Administrator of a research project or grant. Because the Nursing Program offers courses on a year-round basis, summer reassignments may be approved for research. Such reassignments will be negotiated with the faculty member’s Department Chairperson and approved by the Dean.

6. **Department Chair, School Director, Program Coordinator, or Institute Director.** Reassignments may be requested and/or assigned for these administrative duties. Reassignment credits will vary depending on the size/complexity of the Unit, Department, Program, or Institute; the number and level of degree programs offered; and/or whether the faculty member has the major responsibility for the administration and supervision of a Facility or Unit. Faculty will negotiate this reassignment with their Department Chairperson and they will need to be approved by the Dean.

7. **Undergraduate Coordinator/Master’s Coordinator/Doctoral Coordinator.** Reassignments may be requested and/or assigned for this category and will vary depending upon the number and level of degree programs offered; if the faculty member has the major advising responsibilities for the Unit’s graduate or undergraduate program(s); the number of students actively enrolled in the program(s); and/or if the faculty member has major advising responsibilities and/or is responsible for scheduling (classes and/or faculty) and curriculum development for the Unit’s graduate or undergraduate program(s). Faculty will negotiate this reassignment with their Department Chairperson and they will need to be approved by the Dean.
8. **Other Administrative Assignments and/or Other Major University or Unit Service.**

Reassignments may be requested and/or assigned for other administrative assignments/duties (e.g., Director of Internships, Curator, Computer Coordinator); and/or for serving as Chair of a significant committee/task force, serving on multiple committees/task forces (for faculty member’s Unit[s], School or University), serving as Faculty Senate Chair, serving as NCAA representative, or other similar service-intensive positions. Faculty will negotiate this reassignment with their Department Chairperson and they will need to be approved by the Dean.

The School of Nursing has an expectation that all faculty will serve on one Council and actively participate in the Faculty Organization. Faculty engaged in major administrative responsibilities at the University, School or Department level may request and/or be assigned reassignment credits commensurate with the administrative effort. The directors of large formally defined programs and the chairs of major committees may request and/or be assigned reassignments of 1-3 credit hours. Such reassignments will be negotiated with the faculty member’s Department Chairperson and approved by the Dean.

9. **Service to Profession.** These reassignments would include Editor/Associate Editor of a Professional Journal; Convention/Program Chair; Officer of a Professional Association; and/or other comparable service to the faculty member’s profession. Reassignments may be requested if the faculty member has primary responsibility for the review and selection of manuscripts; or if it appears the scope and responsibilities of the journal position warrant reassignment. Reassignments may be requested for service as the Program Chair or local arrangements Chair of a major convention of the discipline; and/or for service as an officer of a regional or national professional association, depending on the scope and responsibilities of the position. Faculty will negotiate this reassignment with their Department Chairperson and they will need to be approved by the Dean.

Some faculty in the School of Nursing may make substantial contributions to their profession at the state, national or international level rather than at the University level. For example a faculty member may serve as executive officer of a national society or organization, or may be editor-in-chief of a professional journal, etc. Such extra-university service is an example of situations that may merit the approval of up to a 3-credit hour reassignment per semester. Such reassignments will be negotiated with the faculty member’s Supervisor and approved by the Dean.

10. **Newly Hired Faculty.**

New full-time faculty in tenure track-positions, who are not hired with tenure, may request and/or be assigned up to a 3-credit reassignment during the first year of their employment to transition into the nursing faculty role. The documentation for these requests must detail the purpose using one of the other categories of reassignments and/or other teaching assignments. Within the School of Nursing new tenure-track faculty are expected to develop externally funded research. New full time faculty in non tenure track positions may request and/or be assigned up to a 3-credit reassignment during the first semester of their employment to transition into the nursing faculty role.

11. **Leave.** This category of reassignment is used when a specific type of leave has been approved by the applicable Unit and/or Department Chairperson (e.g., sabbatical, faculty development, medical).
C. **Reassignments** and/or other teaching assignments shall not be requested, assigned, and/or approved for the following:

1. Any private, professional services including, but not limited to, consulting, performance/exhibits, expert witness services, contract work, or other employment where there is remuneration over and above the faculty member’s University compensation.

2. Community service activity that is not consistent with a faculty member’s area of teaching and/or research or creative activity expertise.

3. Instruction, workshop organization, conference planning, curriculum development, clinical work for licensing requirements, and/or creative performance for any program where there is remuneration over and above the faculty member’s University compensation.

IV. **PRIVATE PROFESSIONAL WORK, CONSULTING, AND OUTSIDE EMPLOYMENT**

Private professional work, consulting, outside employment, and other bases of supplemental compensation should not be a factor in workload assessment and determination in any University of Nevada, Las Vegas workload assignments, requests for reassignments, and/or requests for other teaching assignments. Workload reassignments and/or other teaching assignments shall not be requested, assigned, and/or approved for any extra-compensation activities.

For the current UNLV Policy on Private Professional Work and other related policies; see <http://www.unlv.edu/Research/about_policies.html>.

If at all possible, in the School of Nursing, University commitments will be scheduled to allow for one (1) full-day or two (2) half-day blocks of time for clinical practice as an Advanced Practitioner of Nursing (APN) for those who require clinical practice to obtain or maintain certification with the Nevada State Board of Nursing or for national certification. **No reassignments and/or other teaching assignments will be provided for this clinical practice**, but faculty members may keep any salary earned during their clinical practice within the guidelines of the University’s Extra Compensation Policy (see <http://www.unlv.edu/Research/about/about_policies_extra.html>).

V. **UNIVERSITY OF NEVADA, LAS VEGAS MISSION STATEMENT AND GOALS**

The School of Nursing Workload Policy shall be consistent with the academic mission of the University as represented by its Mission Statement. For the current UNLV Mission Statement, see <http://www.unlv.edu/PAIR/planning/mission_goals.html>.

The goals from the University’s Strategic Plan, inasmuch as they reflect activities that are important to the University’s purpose, shall guide and inform the School of Nursing Workload Policy. For the current Strategic Plan, see the University of Nevada, Las Vegas, Academic Master Plan at: <HYPERLINK "http://www.unlv.edu/PAIR/planning/academic_master_plan.html" http://www.unlv.edu/PAIR/planning/academic_master_plan.html>. 
College of Sciences
Workload Policy

5.1 **Workload Assignments for Academic Faculty:** The workload for each academic faculty member will be determined in consultation with the Chair or Equivalent Administrator of the Department/School in accordance with Departmental/School bylaws and approved by the Dean according to Title 5, Ch. 6 UNLV Bylaws, Ch. III, Sec. 2. The Executive Committee will annually review workloads and maintain comparative data.

5.1.1 **Office Hours:** Each Department/School shall establish guidelines to ensure that all academic faculty maintain a predictable number of office hours during the regularly scheduled semesters. Office hours shall be posted and the faculty shall be available to students, colleagues, and others during these times according to Title 5, Ch. 6 UNLV Bylaws, Ch. III, Sec. 5.
I. INTRODUCTION

A. General Policy Statement

1. The distribution of workload assignments for a tenure-track academic faculty member in the Greenspun College of Urban Affairs (GCUA) will be determined in accordance with the mission and priorities of the University and the goals and needs of that faculty member’s governing Units. All workload assignments shall be consistent with the UNLV Workload Assignment Policy and Guidelines, the applicable sections of the Board of Regents’ Handbook, and the bylaws of the University, as well as the bylaws of the faculty member’s governing Units. Each faculty member’s workload will be distributed over an agreed-upon allocation of activity in the areas of teaching, research or creative activity, and service. It is the responsibility of all faculty members to be engaged in the pursuit of excellence in generating, transmitting, applying, and preserving knowledge.

2. The standard GCUA instructional requirement for all full-time, tenure-track faculty is three (3) courses per semester (one course equals three credits). Some GCUA Units may define workload assignments in terms of contact hours rather than credit hours. The specific formulas based on contact hours are specified in this governing Workload Policy. The nature of academic work dictates against a standardized definition of work in terms of hours (e.g., 40-hour work week).

3. Although there is a great diversity among Units as to the specific nature of their work, the GCUA Workload Policy is intended to provide the specific guidelines and formulas on which
faculty workload assignments and distribution decisions are based. All seven units within GCUA have opted to defer to this workload policy. These seven units are: Department of Communication Studies, Department of Counseling, Department of Criminal Justice, Department of Environmental Studies, Department of Public Administration, School of Journalism and Mass Communication Studies, and School of Social Work. “Supervisor at the unit level” refers to both Directors of Schools and Chairs of Departments in the College. All Workload Policies for Colleges must be approved by the Executive Vice President and Provost and the President of the University. Copies of this workload policy will be kept on file in the Executive Vice President and Provost’s Office and GCUA Dean’s Office. This policy will be accessible to members of the President’s Office at all times.

4. The workload policy guidelines below shall apply to full-time, academic tenure-track faculty, with teaching responsibilities. Part-time tenure-track faculty with teaching responsibilities will have workload assignments prorated to the percentage of their appointment. It shall not apply to nontenure-track (Rank 0) appointments, those who have administrative or nonteaching appointments, part-time instructors, or support staff. Nontenure-track (Rank 0) employees with teaching responsibilities generally will teach four courses per semester. Nontenure-track workload assignments, however, may be negotiated to include other responsibilities, such as directing a laboratory, advising, or other duties. The reassignment and other teaching assignment categories may be used to designate the other responsibilities negotiated in the nontenure-track employees’ workload assignments.

5. Under very limited circumstances, a tenured faculty member may request a four (4) course (one course equals three credits) per semester teaching load in lieu of any requirements for research or creative activity. This is known as a Teaching-Track Assignment. Assignments for teaching-track faculty must be approved by their immediate Supervisor; Dean, Vice Provost, or School Director; and the Executive Vice President and Provost. Annual evaluations will be based solely on teaching and service activities. A return to regular faculty status, and the return to the standard University instructional requirement for all full-time, tenure-track faculty of three (3) courses per semester, can be negotiated at any time.

B. Faculty Responsibilities Related to Policies and Guidelines

See UNLV Bylaws, Chapter III, Sections 2.4 and 5.1; UNLV Bylaws are located at: <http://blue.scsr.nevada.edu/Handbook/title-5/t5-CH06.doc_cvt.htm#t5c6s1>.

It is understood that all faculty members will fulfill their individual obligations as detailed in the UNLV Bylaws, GCUA Bylaws and all other applicable governing documents. Each faculty member is asked to pay particular attention to the following section of the UNLV Bylaws: Title 5, Chapter 6, Chapter III, Section 5. Individual Faculty Responsibilities

5.1 Each academic unit shall establish guidelines to ensure that all-academic faculty maintain a predictable number of office hours during the regularly scheduled semesters. Office hours shall be posted and the faculty shall be available to students, colleagues, and others during these times. (B/R 5/93)

For Academic Faculty. It is understood that all academic faculty members will fulfill their individual obligations:

A. To their students by meeting classes as scheduled, evaluating academic performance fairly, counseling students;
B. To their units and university by carrying through with the workload commitment in accordance with college bylaws;
C. To their profession and discipline to attain the terminal degree and to continue their professional development;
D. To the university community.

II. Basic Principles of UNLV Workload Assignment Policy and Guidelines

A. Seminal activities to the Mission of the University (see Section V.) and GCUA are teaching; research; creative activities; advising; administrative and governance service; professional development; maintaining currency in academic discipline; public, professional, and institutional service; developing curriculum and other instructional enhancements; and resource procurement. Any of these would serve as justification for requesting and/or being assigned workload reassignments and/or other teaching assignments.

B. All GCUA workload assignments must be consistent with the standard University instructional requirements; and the applicable workload guidelines, procedures, and policies at all required governing levels. In addition, all reassignments and other teaching assignments must be requested and/or assigned, documented, and approved each semester as outlined, including the specific requirements detailed, in this document. These requests and/or assignments will be documented and approved when the schedules are finalized each semester. Reassignments and other teaching assignments are made on a case-by-case basis, and are not automatic. Faculty can expect that the inability to complete proposed activities may result in denial of future requests, or cancellation of reassignments and or other teaching assignments that may have been pre-approved.

C. Summer assignments are not considered part of the academic year workload assignments for a B-contract faculty member. A faculty member who assumes additional teaching, advising, or other responsibilities during the summer may be compensated by means of a Letter of Appointment (LOA) for an agreed-upon amount, a supplemented contract, or in exceptional circumstances request reassignment during the academic year. Faculty members may request to do additional work in the summer for no additional remuneration, and request that these additional summer assignments offset their fall or spring semester workload assignments in exceptional circumstances depending upon the curricular needs of the students. This would include those faculty members who teach in alternative summer semester programs. These requests must be approved in advance by the faculty member’s Supervisor, GCUA Dean, and the Executive Vice President and Provost.

D. Teaching assignments will not be reduced to zero over an academic year except in the case of sabbatical leave, professional development leave, research buy-out, fellowship leave (e.g., Fulbright), temporary assignment to a major university position (e.g., Interim Dean, Assistant to the President), or other approved assignments. Any assignments, reassignments, and/or other teaching assignments which bring the faculty member’s teaching assignments to zero must be approved in advance by the faculty member’s Supervisor, GCUA Dean, and Executive Vice President and Provost.

E. A reassignment or other teaching assignment will not be automatically granted if a faculty member’s course fails to enroll a sufficient number of students as defined by the University. The faculty member may be assigned to teach a course ordinarily taught by a part-time instructor or by a graduate assistant; or, the faculty member may request to teach an overload the following
semester without additional compensation or request another type of reassignment or other teaching assignment. These other teaching assignments and/or reassignments must be approved by the faculty member’s Supervisor and GCUA Dean.

F. Teaching in Interdisciplinary Programs and/or Other Departments, Schools, Programs, Units. A faculty member may teach a classroom, laboratory, or equivalent course for a Unit other than their own; such as Women’s Studies, the Honors Program, or in any other Department, School, Program, or interdisciplinary program; and that course will be considered part of the faculty member’s standard University instructional teaching assignment. The faculty member’s Supervisor must approve this assignment.

G. Overload. Overload teaching assignments must be approved by the faculty member’s Supervisor and GCUA Dean. Faculty with approved teaching overload assignment contracts must continue to fulfill service and research or creative activity obligations. Faculty may not request overload teaching assignments if they have also requested and been approved for reassignment(s) and/or other teaching assignment(s).

III. WORKLOAD ASSIGNMENTS AND DISTRIBUTION OF RESPONSIBILITIES

Individual workload assignments and distribution of responsibilities will be determined each semester for faculty members in accordance with the mission and priorities of the University, and the goals of the GCUA and the faculty member’s unit. All faculty who are governed by the UNLV Workload Assignment Policy and Guidelines and the GCUA Workload Policy must follow the practices and procedures for implementation and record keeping in accordance with the general guidelines of these Policies. The faculty member requesting each reassignment and/or other teaching assignment must complete the required documentation and obtain approval of all administrators, as required, within their reporting structure. Each request for reassignment and/or other teaching assignment must be documented and approved, and meet the policy and reporting policy requirements appropriate to their Department/School the GCUA, and the University. In addition, faculty members will be required to report the results of their reassignment(s) and/or other teaching assignment(s). Faculty can expect that the inability to produce results may result in the denial of future requests and/or the cancellation of reassignments and/or other teaching assignments that may have been pre-approved. All documentation regarding these requests and/or assignments, as well as the results, must be in writing and maintained for purposes of audit by the GCUA Dean’s Office.

A. Other Teaching Assignments

Teaching, or instructional, assignments approved for academic faculty cannot be defined by only using the framework of standard lecture and laboratory courses. There are many other types of teaching assignments that are considered part of the students’ educational experience. Students are either learning when taught within these other structures, or students will benefit from the faculty member’s involvement in these other teaching assignments. These other teaching assignments include, but are not limited to: laboratory teaching and/or supervision, practicum or clinical teaching and/or supervision, field experience, direction of independent study, supervision of internships/externships, thesis and dissertation supervision, involvement with Doctoral and Master’s programs/students, course and curriculum development, and student advisement.

These other types of teaching assignments will be requested and/or assigned each semester, and must be documented and approved in writing as detailed in this Policy and the UNLV Workload Assignment Policy and Guidelines. For consideration of credit towards the faculty member’s
standard instructional requirements, these other teaching assignments must be approved. They are
determined on a case-by-case basis, and are not automatically considered part of the full-time,
tenure-track faculty member’s standard University instructional requirement of three (3) courses
per semester.

Other Teaching Assignments may be requested and/or assigned for the following activities with
the approval of the faculty member’s Supervisor and GCUA Dean. The guidelines and the credits
to be assigned for each of these are detailed below:

1. Supervision and/or Teaching of Students in Laboratories, Clinics, Practicums, Internships,
Externships, Field Experience, Workshops, Seminars, and/or Other Similar Educational
Settings. Other teaching assignment credits may be requested and/or assigned for these
responsibilities. The GCUA faculty may request and/or be assigned other teaching
assignment credits based on the following:

   a. Faculty members in units which have internships and practicums may request and/or be
      assigned other teaching assignment credits for serving as a supervisor or director.
      Students enrolled in either internships and/or practicums count as part of the workload of
      the faculty member with whom they are enrolled for such credit.

      A faculty member who accrues 45 or more of undergraduate student credit hours (SCH)
      or 24 or more graduate SCH, over no more than a two-year period, may request and/or be
      assigned an one 3-credit course other teaching assignment for serving as directors of such
      projects.

   b. For classes which have an associated credit-bearing laboratory component, because of the
      intense instruction involved in such laboratories, each one hour of laboratory credit will
      be counted as two hours of credit for the faculty member involved.

2. Teaching Assignment Offset in Another Semester or Summer Term. Other teaching
   assignments may be requested and/or assigned for teaching an overload in another semester
   or in an alternative summer semester program, without additional compensation under
   exceptional circumstances depending upon the curricular needs of the students. This other
   teaching assignment would compensate for the additional assignment/overload in another
   semester. The guidelines for these assignments within the GCUA are as follows:

   a. The teaching of an unpaid overload in one semester for other teaching assignments in
      another semester is only allowed when the curricular needs of students must be met. Such
      may occur if a group of students need a specific course to matriculate and such course has
      not been offered in a timely fashion by the unit. Typically, such other teaching
      assignments will only be granted when a faculty member’s specific area of expertise is
      required to teach the needed course.

   b. A faculty member may request and/or be assigned other teaching assignments in an
      emergency. For example, the assigned instructor for a course is unable to teach due to
      sabbatical leave, extended sick leave, illness, death, or any other unexpected event which
      would cause a vacancy.

   c. Other teaching assignments in one semester for teaching in the Summer Term without
      compensation are only granted in curricular or other emergencies as detailed previously.
d. The unit Supervisor, Dean, and Executive Vice-President and Provost must approve all other teaching assignments for Offset teaching.

3. Teaching of Large Sections. Other teaching assignment credits may be requested and/or assigned for teaching large sections. The GCUA faculty may request and/or be assigned other teaching assignments based on the following:

a. **100- and 200-Level Lecture Courses**
   - 50 students equal 1 credit of other teaching assignment
   - 75 students equal 2 credits of other teaching assignment
   - 100 students equal 3 credits of other teaching assignment
   Other teaching assignment credits for teaching for 100-/200-Level Sections over 100 students must be negotiated with the Supervisor and GCUA Dean.

b. **300- and 400-Level Lecture Courses**
   - 45 students equal 1 credit of other teaching assignment
   - 60 students equal 2 credits of other teaching assignment
   - 75 students equal 3 credits of other teaching assignment
   Other teaching assignment credits for 300-/400-Level Sections over 75 students must be negotiated with the Supervisor and GCUA Dean.

c. **300- and 400-Level Grading Intensive Courses (e.g., two or more substantive paper assignments, a substantive research project, etc.)**
   - 30 students equal 1 credit of other teaching assignment
   - 40 students equal 2 credits of other teaching assignment
   - 50 students equal 3 credits of other teaching assignment
   Other teaching assignment credits for teaching 300-/400-level Sections over 50 students will be negotiated directly with the Supervisor and GCUA Dean.

d. **600- and 700-Level Grading Intensive Courses (e.g., two or more substantive paper assignments, a substantive research project, etc.)**
   - 16 students equal 1 credit of other teaching assignment
   - 24 students equal 2 credits of other teaching assignment
   - 32 students equal 3 credits of other teaching assignment
   Other teaching assignment credits for teaching 600-/700-level Sections over 32 students will be negotiated directly with the Supervisor and GCUA Dean.

e. Five students enrolled in a 400-/600-Level Section equal 1 credit of other teaching assignment.

f. For each of the situations above, a faculty member may bank other teaching assignment credits for a period of two years.

4. Doctoral Program Involvement. Other teaching assignment credits may be requested and/or assigned based on the faculty member’s involvement with the Unit’s Doctoral programs. This could include, but not be limited to: development of a new Doctoral Program; working with and/or advising a number of Doctoral students; responsibility for interviewing prospective Doctoral students, evaluating Doctoral-program admission applications; and/or the successful completion of a specified number of dissertations or equivalent projects/documents by a faculty member’s Doctoral students. The faculty member’s role and responsibilities with the Unit’s Doctoral students and/or Doctoral program(s) must be detailed in order to request this
other teaching assignment. The GCUA faculty may request a teaching assignment based on the following:

Faculty working with doctoral students enrolled in independent study, readings, or dissertation courses for credit may request and/or be assigned other teaching assignment credits. A faculty member who accrues 24 or more of such credits over no more than a two-year period may request and/or be assigned an one 3-credit course other teaching assignment for working with doctoral students in these situations.

5. Master’s Program Involvement. Other teaching assignment credits may be requested and/or assigned based on the faculty member's involvement with the Unit’s Master’s-programs. This could include, but not be limited to: development of a new Master’s Program; working with and/or advising a number of Master’s students; responsibility for interviewing prospective Master’s students, evaluating Master’s program admission applications; and/or the successful completion of a specified number of theses/equivalent projects by a faculty member’s Master’s students. The faculty member’s role and responsibilities with the Unit’s Master’s students and/or Master’s program(s) must be detailed in order to request this other teaching assignment. The GCUA faculty may request other teaching assignments based on the following:

Faculty working with Master’s students enrolled in professional paper, independent study, readings, or thesis courses for credit may request and/or be assigned other teaching assignment credits. A faculty member who accrues 24 or more of such credits over no more than a two-year period may request and/or be assigned an one 3-credit course other teaching assignment for working with Master’s students in these situations.

6. Course and Curriculum Development. Other teaching assignment credits may be requested and/or assigned for extensive or unusual demands in the development of new courses or responsibility for the evaluation of and/or the restructuring of a Unit’s curriculum. The GCUA faculty may request and/or be assigned other teaching assignments based on the following:

   a. Faculty assigned to supervise a major restructuring of a graduate or undergraduate program may request and/or be assigned 3 credits of other teaching assignment per semester. In all instances the faculty member will first request prior approval from their Supervisor, and subsequently the GCUA Graduate Committee and GCUA Dean. As part of the request and/or assignment, faculty are expected to provide a timeline for all work to be done and a brief report of work completed will be expected during the annual review process, in addition to the “Results” form that is required under the UNLV Workload Assignment Policy and Guidelines.

   b. Faculty creating and/or teaching a new course may request and/or be assigned 1 other teaching assignment credit for each 3-credit course created. In all instances the faculty member will first request prior approval from their Supervisor, and subsequently the GCUA Graduate Committee and GCUA Dean. As part of the request, faculty are expected to provide a timeline for all work to be done and a brief report of work completed will be expected during the annual review process, in addition to the “Results” form that is required under the UNLV Workload Assignment Policy and Guidelines.

7. Innovative Teaching. Other teaching assignment credit may be requested and/or assigned for team teaching, group-based instruction, and other nontraditional approaches to classroom
instruction where extra preparation time or a higher than normal rate of student contact hours is required.

Given the collaboration required for some interdisciplinary/multidisciplinary programs, the GCUA recognizes that teaching in teams is often required. When two instructors are assigned to the same course and each must attend all sessions and cover material significantly different than their colleague, both may request and/or be assigned other teaching credits for the course being taught. One of the faculty members will need to request and/or be assigned the other teaching assignment credits for the entire course; or the two faculty members may divide the course credits and each request and/or be assigned the balance of credits as other teaching assignments.

In all instances the faculty member will first request prior approval from their Supervisor, and subsequently the GCUA Graduate Committee and GCUA Dean. As part of the request, faculty are expected to provide a timeline for all work to be done and a brief report of work completed will be expected during the annual review process, in addition to completing the “Results” form that is required under the UNLV Workload Assignment Policy and Guidelines.

8. Independent Study. Other teaching assignment credits may be requested and/or assigned based on a specified number of student credit hours in independent study. The number of credits requested and/or assigned for this other teaching assignment must be based on the following:

a. Undergraduate Level: Faculty members may request and/or be assigned other teaching assignment credits, up to 3 credit hours for each 45 SCH of independent study accumulated over no more than a two-year period. The faculty member may request and/or be assigned this other teaching assignment generated through independent study and it must be approved by the Chair/Director and GCUA Dean.¹

b. Graduate Level: Faculty members may request and/or be assigned other teaching assignment credits, up to 3 credit hours for each 24 SCH of independent study or special/directed readings accumulated over no more than a two-year period. The faculty member may request and/or be assigned this other teaching assignment generated through independent study and it must be approved by the Chair/Director and GCUA Dean.²

To summarize the procedures required for requesting and/or being assigned other teaching assignment credits toward the standard workload requirements, faculty must submit the University’s “Request for Reassignment and/or Other Teaching Assignment” forms to the Supervisor within their unit. The Supervisor will provide recommendations to the GCUA Graduate Committee which will make a recommendation to the Dean. The GCUA Dean may request unit Supervisors and/or the GCUA Graduate Committee to check procedures periodically for quality control.

¹The 45 student credit hours (SCH) number reflects the fact that undergraduate classes generally must have 15 students (45 SCH) to make.
²The 24 student credit hours (SCH) number reflects the fact that graduate classes generally must have 8 students (24 SCH) to make.
B. Reassignments.

These may include, but are not limited to the following: research related to scholarly and creative work in the faculty member’s discipline aimed at specific results (e.g., books, articles, reports, and artistic creations or performances); and/or service to the University community, and/or profession, including research, creative activity, consultation, administration, or other services directed toward the University or professional association to which the faculty member belongs and for which the faculty member is not compensated monetarily.

Reassignments may be requested and/or assigned each semester, and must be documented and approved in writing as detailed in this Policy and the UNLV Workload Assignment Policy and Guidelines. They are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenure-track faculty member’s standard University instructional requirement of three (3) courses per semester. Reassignments may be requested and/or assigned for one or more of the following activities, following guidelines established by the College Graduate Committee and approved by the College Executive Committee.

1. Scholarship. Reassignments may be requested and/or assigned for the preparation of articles, books, reports, and other manuscripts for publication, and the preparation of creative performances or exhibits.

All requests and/or assignments of reassignments on any basis must be approved by the Chair/Director. After approval by a Chair/Director, all requests and/or assignments for reassignments must be submitted to the College Graduate Committee which will make recommendations to the GCUA Dean.

2. Professional Development Related to Research or Creative Activity and/or Instruction. Reassignments may be requested and/or assigned for the purposes of ordering, installing, and/or testing new laboratory equipment, studio facilities, or instrumentation related to research, creative activities, and/or instruction; preparing a new area of research, creative activity, and/or instruction; and/or enhancing instruction skills or learning new material in order to stay current in the faculty member’s established field.

GCUA faculty may request and/or be assigned reassignments for professional development related to research or instruction.

All requests and/or assignments of reassignments on any basis must be approved by the Chair/Director. After approval by a Chair/Director, all requests and/or assignments for reassignments must be submitted to the College Graduate Committee which will make recommendations to the GCUA Dean.

3. Participation in Performance Groups and/or Creative Exhibits. Reassignments may be requested and/or assigned for participation in performance groups and/or creative exhibits related to the faculty member’s field.

GCUA faculty may request and/or be assigned reassignments for creative exhibits related to research or instruction in the faculty member’s field.

All requests and/or assignments of reassignments on any basis must be approved by the Chair/Director. After approval by a Chair/Director, all requests and/or assignments for
reassignments must be submitted to the College Graduate Committee which will make recommendations to the GCUA Dean.

4. Research and Development Related to Proposal Preparation. Reassignments may be requested and/or assigned if a faculty member is preparing a proposal for which the faculty member would be the Project Director. It is not necessary that the proposal be funded during the semester a reassignment is approved, but it should be submitted for review to a funding agency during that semester.

GCUA faculty may request and/or be assigned reassignments for research and development related to proposal preparation related to research or instruction in the faculty member’s field.

All requests and/or assignments of reassignments on any basis must be approved by the Chair/Director. After approval by a Chair/Director, all requests and/or assignments for reassignments must be submitted to the College Graduate Committee which will make recommendations to the GCUA Dean.

5. Research or Creative Activity Supervision/Project Director. Reassignments may be requested and/or assigned if the faculty member is the Principal Investigator, Chief Administrator, or Director/Supervisor of a Creative Activity supported by a grant or contract funded by extramural sources for which the University receives indirect cost remuneration. Whenever possible, compensation must be returned to the University to cover costs of replacing the faculty member with the grant or contract funding. Reassignments would not be approved for summer research. The GCUA guidelines for this are as follows:

GCUA faculty may request and/or be given reassignments for serving as a Principal Investigator, Administrator, Director or Supervisor of a research or creative activity supported by a grant or contract funded by extramural sources. For substantive grants where there are opportunities for annual renewal, a faculty member may request and/or be assigned one credit of reassignment per year to monitor the grant, communicate with the granting agency, and produce reports. Buyouts of additional reassignment credits are encouraged for Principal Investigators of grants that require/warrant more than one credit of reassignment per year. This may also apply to a substantive contract or gift.

All requests and/or assignments of reassignments on any basis must be approved by the Chair/Director. After approval by a Chair/Director, all requests and/or assignments for reassignments must be submitted to the College Graduate Committee which will make recommendations to the GCUA Dean.

6. Department Chair, School Director, Program Director, Institute Director, or other administrative assignment. Reassignments may be requested and/or assigned for these administrative duties. Reassignment credits will vary depending on the size/complexity of the Department, School, Program, Institute, or Unit; the number and level of degree programs offered; and/or whether the faculty member has the major responsibility for the administration and supervision of a Facility or Unit. Faculty will negotiate this reassignment with their Supervisors.

Unit Chairs/Directors/Associate Deans will normally be assigned a 1/1 teaching workload. Chairs/Directors of units with high enrollments, large numbers of faculty, or who are exceptionally involved in program development, fund-raising, research, or service may request and/or be assigned further administrative reassignments.
With the Dean’s prior approval, Chairs/Directors may request and/or be assigned additional reassignment credits for other administrative assignments. Requests and/or assignments for such reassignments must be made in writing to the Dean with a rationale both for the reassignment and the amount of credits requested for the reassignment. These requests for reassignments must consider the time involved including the contact hours with students and/or other faculty members and employees.

7. Graduate Coordinator/Undergraduate Coordinator. Reassignments may be requested and/or assigned for this category and will vary depending upon the number and level of degree programs offered; if the faculty member has the major advising responsibilities for the Unit’s graduate or undergraduate program(s); the number of students actively enrolled in the program(s); and/or if the faculty member has major advising responsibilities and/or is responsible for scheduling (classes and/or faculty) and curriculum development for the Unit’s graduate or undergraduate program(s). Faculty will negotiate this reassignment with their Supervisors.

Directors of degree programs are generally eligible for up to 1 three-credit course reassignment per semester. No faculty member may request and/or be assigned more than three such reassignments in a single academic year.

8. Other Administrative Assignments and/or Other Major University or Unit Service. Reassignments may be requested and/or assigned for other administrative assignments/duties (e.g., Director of Internships, Curator, Computer Coordinator); and/or for serving as Chair of a significant committee/task force, serving on multiple committees/task forces (for faculty member’s Unit[s], College/Division, and/or University), serving as Faculty Senate Chair, serving as NCAA representative, or other similar service-intensive positions. Faculty will negotiate this reassignment with their Supervisors.

Reassignments may be requested and/or assigned for service as chair of a significant system, university, college or unit committee.

9. Service to Profession. These reassignments would include Editor/Associate Editor of a Professional Journal; Convention/Program Chair; Officer of a Professional Association; and/or other comparable service to the faculty member’s profession. Reassignments may be requested and/or assigned if the faculty member has primary responsibility for the review and selection of manuscripts; or if it appears the scope and responsibilities of the journal position warrant reassignment. Reassignments may be requested and/or assigned for service as the Program Chair or local arrangements Chair of a major convention of the discipline; and/or for service as an officer of a regional or national professional association, depending upon the scope and responsibilities of the position. Faculty will negotiate this reassignment with their Supervisor.

a. Editor of professional journal
   Faculty responsible for the management of a professional, peer-reviewed journal may request and/or be assigned a reassignment. Individuals responsible for other professional organization’s publications or information systems may, depending on the level of work, request and/or be assigned a reassignment in this category.

b. Convention/Program Chair
   Faculty who serve as the program chair for an international, national, or regional association convention or serve as the local arrangements chair may request and/or be
assigned a reassignment. Merely serving on the convention committee may not qualify for reassignment.

c. Other Professional Association responsibilities
Individuals who serve as president, executive director, or in other major offices of a regional or national professional association may request and/or be assigned a reassignment for their efforts. The amount of responsibility and the time commitment for the professional association work will be a determining factor in approving this reassignment.

10. Newly Hired Faculty. Newly hired faculty in tenure track-positions, who are not hired with tenure, may negotiate a one-time reassignment of a three-credit course (or its equivalent) during the first three years of employment. The documentation for these requests must detail the purpose using one of the other categories of reassignments and/or other teaching assignments.

New faculty may request and/or be assigned additional reassignments or other teaching assignments using any of the other categories once this one-time reassignment has been used.

11. Leave. This category of reassignment is used when a specific type of leave has been approved by the applicable Unit and/or Supervisor (e.g., sabbatical, faculty development, medical).

It should be noted that the University has a reassignment category III.B.11 that represents any faculty member on Leave for sabbatical or faculty development. These reassignments are granted to the faculty member by the University on a competitive basis. A faculty member requesting this type of Leave must get the permission of the unit Chair/Director as well as the Dean. Program considerations are important in granting leaves and a faculty member should consult the unit Chair/Director well in advance of the actual application process.

To summarize the procedures required for requesting and/or being assigned reassignment credits toward the standard workload requirements, faculty must submit the University’s “Request for Reassignment and/or Other Teaching Assignment” forms to the Supervisor within their unit. The Supervisor will provide recommendations to the GCUA Dean for approval for the categories B6, B7, B8, B9, B10, and B11. Please note that supervisors will forward any requests based on B1, B2, B3, B4 and B5 to the GCUA Graduate Committee which will make recommendations to the GCUA Dean. The GCUA Dean may request unit Supervisors and/or the GCUA Graduate Committee to check procedures periodically for quality control.

C. Reassignments and/or other teaching assignments shall not be requested, assigned, and/or approved for the following:

1. Any private, professional services including, but not limited to, consulting, performance/exhibits, expert witness services, contract work, or other employment where there is remuneration over and above the faculty member’s University compensation.

2. Community service activity that is not consistent with a faculty member’s area of teaching and/or research or creative activity expertise.
3. Instruction, workshop organization, conference planning, curriculum development, clinical work for licensing requirements, and/or creative performance for any program where there is remuneration over and above the faculty member’s University compensation.

IV. PRIVATE PROFESSIONAL WORK, CONSULTING, AND OUTSIDE EMPLOYMENT

Private professional work, consulting, outside employment, and other bases of supplemental compensation should not be a factor in workload assessment and determination in any University of Nevada, Las Vegas workload assignments, requests for reassignments, and/or requests for other teaching assignments. Workload reassignments and/or other teaching assignments shall not be requested, assigned, and/or approved for any extra-compensation activities.

For the current UNLV Policy on Private Professional Work and other related policies; see <http://www.unlv.edu/Research/about_policies.html>.

V. UNIVERSITY OF NEVADA, LAS VEGAS MISSION STATEMENT AND GOALS

The GCUA Workload Assignment Policy and Guidelines shall be consistent with the academic mission of the University as represented by its Mission Statement. For the current UNLV Mission Statement, see <http://www.unlv.edu/pubs/planning/>.

The goals from the University’s Strategic Plan, inasmuch as they reflect activities that are important to the University’s purpose, shall guide and inform the UNLV Workload Assignment Policy and Guidelines. For the current Strategic Plan, see the University of Nevada, Las Vegas, Academic Master Plan at <http://www.unlv.edu/PAIR/planning/academic_master_plan.html>.
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