

Department of Computer Science and Engineering
Faculty Workload Guidelines
Adopted May 1, 2019
Revised December 2, 2019

UNT Policy 06.027 pertains to the Academic Workload of Faculty. The Faculty Workload Guidelines of the Department of Computer Science and Engineering (CSE) refine the UNT policy as it pertains to the CSE department.

The intent of the document is to develop workload policies that capitalize on the diversity of capabilities and interests of the faculty. There are many different ways that Computer Science and Engineering faculty members can contribute to the department's mission. Acknowledging the diversity of faculty interests and capabilities, in an attempt to enhance both the department's overall performance and individual faculty's job satisfaction, each faculty member is encouraged to make significant contributions in areas of their interest and/or expertise. While individual faculty members may be assigned different responsibilities, the combined efforts of the faculty need to meet departmental goals and mission.

This document is separate from the departmental tenure and promotion guidelines.

While some quantitative performance benchmarks are suggested, they should only be viewed as guidelines, based on our current expectations.

Definition of average productivity. The per year performance of a tenure-track faculty member will be based on a three-year average productivity (40% research, 40% teaching, 20% service). The per year performance of a lecturer will be based on a three-year average productivity (80% teaching, 20% service).

Research Related Activities (based on a 40% research workload):

1. Each tenure track faculty member is expected to be engaged in high quality scholarship, such as a minimum of two peer-reviewed publications, production of research artifacts, etc.
2. Each tenure-track faculty member is expected to provide evidence of research grant activities to secure extra-mural funding, such as submitting a proposal to an external agency.

Teaching Related Activities (based on a 40% teaching workload):

1. Each tenure-track faculty member is expected to teach a total of 4 courses per year (2 courses per semester) and each lecturer is expected to teach a total of 8 courses per year (4 courses per semester), each of which may be considered to comprise 10% of the workload. Courses with a "very large" number of students may be considered as 15% workload. "Very large" is approximately over 100 students at the 1000-level, approximately over 75 students at the 2000-level, and approximately over 60 students at the 3000-level and above. Large class assignments may be balanced with assignments of courses with smaller enrollments. Teaching normally includes a mix of graduate and undergraduate courses.

2. Each tenure-track faculty member should mentor at least one Ph.D. student for each 3-year review period. Supervising a significant number of Ph.D. students (e.g., 5 or more students) may be credited as the equivalent of one course (10%).
3. Each faculty member is encouraged to supervise undergraduate and M.S. students. A significant number of M.S. students registered for research hours (e.g., 7 or more students) or a significant number of B.S. or TAMS students registered for research (e.g., 10 or more students), or an appropriate combination thereof, may be credited as the equivalent of one course (10%).
4. Each faculty member is encouraged to participate in curricular development. The activities may include the development of new courses, laboratories, seeking funding to develop new courses and laboratories, authoring of textbooks, and teaching-related artifacts.
5. Each faculty member is expected to contribute to the ABET accreditation of the department's undergraduate programs.

Service Related Activities (based on a 20% service workload):

1. Each tenure-track faculty member is encouraged to serve the profession, for example, by participating in such activities as conference committees, editorial boards of journals, reviewing papers for conferences and journals, and serving on review panels, etc.
2. Each faculty member is expected to serve actively on department, college, or university committees.
3. Each faculty member is encouraged to participate in student recruiting activities, for example, participation in open-houses, preview days, visiting regional middle and high schools, visiting other colleges and universities, promoting the department's graduate programs in their own courses, and developing promotional material for the departmental programs, etc.

Teaching Load Adjustments:

Faculty can consult with the chair and request adjustments during the workload assignment process. The following are examples of activities which may result in the above workload being adjusted.

Significant research activity. Course releases may be negotiated by faculty members with a very high level of research activity, as evidenced by substantial research expenditures, awarded high-value external grants, consistent production of high quality publications above the normal expectation, or patent applications.

Release for specific purposes. Course releases may be negotiated by faculty members for performing specific duties, such as an administrative assignment (e.g., associate chair, center director, special university assignment, etc.), working on national/international level designations (e.g., ABET coordinator, creating Center for Academic Excellence designation, etc.), playing a significant role in organizing a major conference, serving as the editor-in-chief of a major journal.

Buy-Out. Course buy-out may be negotiated according to University guidelines.