UCCS College of Engineering & Applied Science

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

EAS Policy: EAS-FAC-001

Subject: EAS Workload and Evaluation Policy
Revised/Effective Date: January 1, 2023
Supersession: February 23, 2021, November 28, 2018; May 12, 2015, February 18, 2013, May 10, 2012, January 23, 2008; July 28, 2006; November 20 ,2003; February 23, 2021
Approved: Donald A. Rabern, Dean

Introduction:
In order for the departments and college to comply with the expectations and rules of campus/CU System and to assist the departments and college to plan for the future in achieving its goals, the following policy has been developed.

The campus and college expectation is five courses per academic year per tenured/tenure-track faculty member, in addition to research/creative work and service. However, the EAS College is expected to be leaders on campus for academic research with external funding. In order to fulfill this expectation, the college has set EAS Research Goals (*see EAS website for the set of goals*). To achieve these goals, this policy allows for differentiated workload with reduced teaching for tenured faculty with funded research and for those faculty members the chair and the dean deem as promising for successfully obtaining research funding in the immediate future.

Policy:
A full-time tenured/tenure-track faculty member can have workloads with the following limits on allocation of time between teaching, research/scholarship and service:

	Minimum	Maximum
Teaching	40%	80%
Research	10%	60%
Service	10%	30%

Teaching

A normal 3-credit course would account for 10% of faculty load. However, the department, with approval from the dean will list exceptions to this general rule. The limiting teaching percentages could change with course buyouts consistent with the Course Offloads and Buyouts from Funded Contract Policy *(see EAS website for the current policies)*. This would be negotiated with the department chair and the dean.

Tenured faculty members can "buyout" of a 3-credit course in other ways:
- Accumulation of 30 hours of registered credit hours for PhD dissertation and Masters thesis/project[1]
- Accumulation of 60 hours of registered credit hours for Independent Study
- A maximum of 3 teaching credits can be bought-out in one calendar year[2]

The faculty member can opt to take this buyout or use the hours as performance for yearly evaluation but not both. The clock for thesis/IS hour accrual begins in the academic year after the first three years at UCCS for faculty who were awarded offloads as part of a start-up package, or from the first year at UCCS if no offloads were part of their start-up package.

[1] A maximum of 30 credits for PhD and 6 credits for MS/ME are counted for any one student
[2] The count towards buyout starts with the semester-end data of fall 2012 semester

Note that the minimum teaching percentage is 20% per calendar year (with course buyouts). Normally, the faculty member shall be engaged in teaching in both spring and fall semesters.

Research

Percentages are to be determined using the following guidelines:
- Workload for untenured tenure-track faculty should provide the opportunity for establishing a sustainable funded research program at the time of tenure evaluation. The normal workload for untenured faculty for the first two years is 30, 50, 20 in teaching, research and service. Then in years from 3 to tenure is 40, 40, 20. One three-credit hour off-load may be given to a non-tenured assistant professor after completion of the first three years for significant amounts of grant acquisition, at the discretion of the chair with approval from the Dean.
- The normal research time allocation for research for tenured faculty members is 30% (assuming 50% teaching and 20% service). The expectations are that over a 3-year period there is at least two significant publications with at least one paper with his/her student, and at least six separate proposals or funding with support for a graduate student (at $18K per year per student) submitted to external agencies for funding. Supervising graduate students as primary advisor is required.
- Tenured faculty member will be given the opportunity to develop a sustainable funded research program with reduced teaching responsibilities at their request. For 40% research time allocation the expectations are that the 3-year average external funding to be at least $50K per year with support for one full-time graduate student (at $18K per year).
- Tenured endowed faculty members are expected to develop a sustainable funded research program with reduced teaching responsibilities. For 40% research time allocation the expectations are that the 3-year average external funding to be at least $100K per year with support for two full-time graduate students (at $18K per year).
- A full-time tenured/tenure-track faculty member can "buyout" of a 3-credit course via external grants according to EAS policy on Course Offloads and Buyouts from Funded Research.
- The department chair will review the progress at yearly evaluation taking into account the rank of the faculty (associate, full, endowed/chair) and in consultation with the dean mandate a change in workload if sufficient progress is not demonstrated:
  - For 20% research time allocation the expectations are that over a 3-year period there are at least two peer reviewed publications or two proposals for external funding.
  - For 10% research time allocation the expectations are that over a 3-year period there is at least one peer reviewed publication or one proposal for external funding.

Proposals with multiple PIs must be discussed with department chair for prorating credit.

Service
Maximum percentage might increase from the normal 20% to 30% with an exceptional service opportunity. This would be negotiated with the department chair and the dean.

For Instructors and Senior Instructors, the time allocation is 80% teaching and 20% service.

Yearly workloads for faculty will be developed during the months of November and December months to be in effect for the following calendar year spring and fall semesters. Each faculty member should work with the chair of the department to develop a workload plan using the EAS Workload Plan template *(see EAS website for the plan template).* The workload plan will be reviewed by the dean for adjustment and approval. The signed Workload Plan should be on file by December 20.

Progress towards achieving the plan may be reviewed during the year by the chair and the dean for any adjustments to enhance the chances of success. Further, as events change throughout the year, these plans can be altered with agreement between faculty member, the chair, and the dean.

NOTE: Compliance with this EAS Workload Policy is directly linked to compliance with the EAS Research Space Policy *(also available via the EAS website).*