



Proposal for Instructional and Teaching PTK Faculty Workload Policy

NAME/TITLE	John Bertot, Associate Provost for Faculty Affairs		
EMAIL	jbertot@umd.edu	PHONE	301-405-4252
UNIT	Office of Faculty Affairs	CONSTITUENCY	PTK Faculty

DESCRIPTION OF ISSUE

Purpose: In 2022, the University approved the Policy on Workload and Responsibilities for Full-Time Tenured, Tenure-Track, Permanent Status, and Permanent Status-Track Faculty (II-1.25(A)). By its express terms, this policy does not apply to professional track (PTK) faculty. The purpose of this proposal is to establish a University-wide workload policy for instructional professional track (PTK) faculty to provide for a more equitable and consistent workload distribution. Currently, the University’s existing workload policy focuses on tenured and tenure-track faculty, without specifically addressing the diverse responsibilities of instructional PTK faculty, who, depending on assigned responsibilities, may engage in teaching, research, administrative, service, and other duties.

Background & Development of the Instructional PTK Faculty Workload Policy: At the request of the Provost, the Office of Faculty Affairs (OFA) formed the PTK Working Group (<https://faculty.umd.edu/ptk-working-group>) during AY 2022-2023. Among other actions, the PTK Working Group was charged with providing recommendations for a University policy on Instructional PTK Faculty workload. Instructional PTK faculty are defined as those PTK faculty members appointed into University-defined policy on the instructional ranks, which are faculty appointed into the Lecturer and Clinical title series (as per the University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty, II-1.00(A)).

The group’s final report noted that PTK instructional faculty may engage in responsibilities in addition to teaching which may not be articulated explicitly in their contracts, such as administrative, research, and service responsibilities. The report further noted that the absence of an instructional PTK faculty workload policy raised concerns about the extent to which PTK faculty workload is distributed in an equitable and consistent manner across the University (a summary of the PTK Working Group’s activities and report is available at <https://faculty.umd.edu/ptk-working-group>).

During AY 2023-2024, OFA convened a new working group to assist in the drafting of a workload policy for instructional PTK faculty (the “Draft Policy”). In developing the Draft Policy, the working group was guided by the following charges:

- Require that colleges and units will create their own specific policies with guidance from the University-level policy.
- Offer suggestions for mapping FTE% into specific duties of teaching, research, extension (if applicable), administration or other assigned activities, and service.
- Provide a range of acceptable FTE assignments per course, with suggestions for situational adjustment.
- Enable a broad interpretation of “Instruction” for equitable FTE assignment to duties, including advising, clinical work, and curriculum development.
- Recognize that service (and scholarly work, administrative and other duties, when applicable) be included as a percentage of FTE in all contracts to promote inclusivity and shared

governance.

OFA made the Draft Policy available to the campus community and solicited feedback and comments on the Draft Policy. OFA also held an open forum in March 2024 to provide an overview of the Draft Policy, and to provide an opportunity for comments and questions. Based on the comments received, OFA revised the Draft Policy to address the issues raised by the campus community, acknowledging that received comments and recommendations were often in contradiction and/or contention, generally influenced by current unit practices. OFA subsequently shared the revised Draft Policy with the instructional PTK faculty workload group and associate deans for faculty affairs from each college; their feedback was then incorporated into the draft policy attached to this proposal, now presented for Senate review and consideration [see Appendix A].

DESCRIPTION OF CHANGE YOU WOULD LIKE TO SEE

Adoption of a University policy on instructional PTK faculty workload, with the goal of creating a more consistent system of assigning and recognizing workloads among instructional PTK faculty across the University that enables a degree of flexibility to accommodate specific unit and program needs.

SUGGESTION FOR HOW YOUR PROPOSAL WOULD BE PUT INTO PRACTICE

The Draft Policy establishes a general framework for instructional PTK faculty total effort (while allowing some degree of unit flexibility to meet unit and/or program needs). Upon adoption of a University-level policy, units will have a designated amount of time to develop their initial instructional PTK faculty workload policies, pursuant to their unit governance procedures.

Appendix A: II-_____ Draft University of Maryland Policy on Workload and Responsibilities for Full-Time and Part-Time Professional Track Instructional and Teaching Faculty

I. PURPOSE

The University of Maryland's ("the University") mission is to achieve excellence in teaching, research, scholarship, creative activities, and public service. As the State's flagship University, and one of the country's first land grant institutions, the University seeks to educate students and advance knowledge in areas of importance to the State, the nation, and the world, and to be a preeminent national center for research, innovation, and graduate and undergraduate education. Taken together, basic and applied research, scholarship, creative activities, teaching, Extension programming, librarianship, service, and administrative duties are important elements of faculty workload that enable the University to fulfill its mission. In order to ensure that faculty members meet their workload expectations and that the University complies with the University System of Maryland (USM) Policy on Faculty Workload and Responsibilities (II-1.25), as amended on June 21, 2019, the University establishes the following Policy on Workload and Responsibilities for full-time and part-time professional track (PTK) instructional and teaching faculty (the "Policy").

II. DEFINITIONS

- A. "Academic Unit" means a department, College, School, or other University entity in which a PTK faculty member has an appointment with assigned teaching; research, scholarship, or creative activities; service; administrative duties; librarianship; and/or Extension responsibilities as articulated in their Contract(s). Faculty members with joint or concurrent appointments across Academic Units may have responsibilities in more than one Unit.
- B. "Contract" means a fully executed document that defines the terms and conditions of a PTK faculty member's employment, including their agreed upon duties and responsibilities.
- C. "Course Unit" means a three-credit course or its equivalent.
- D. "Instructional and Teaching Faculty" means PTK faculty appointed into instructional faculty title series (i.e., Lecturer, Clinical), who provide instructional services and (1) have paid appointments of 50% full-time equivalent ("FTE") or greater, and (2) are neither tenured nor eligible for tenure.
- E. "Next Level Administrator" (NLA) means the Dean for units within departmentalized Colleges or Schools, and the Associate Provost for Faculty Affairs for non-departmentalized Colleges or Schools.
- F. "Unit Head" means a Department Chair, Dean, Director, or any University administrator who has a supervisory relationship to a PTK faculty member with respect to determining, assigning, and/or reviewing PTK faculty workload expectations.

III. APPLICABILITY

- A. Subject to the exceptions set forth in Section III(B), this Policy and the associated guidance applies to all Instructional and Teaching Faculty, including faculty members (hereinafter referred to as "faculty member") who hold an appointment as Professor of the Practice (as defined in section I.F.14. of the University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty, II-1.00(A))("University APT Policy").
- B. This Policy and the associated guidance do not apply to:
 - 1. PTK faculty who are assigned to full-time administrative duties at the College or University level (e.g., Assistant or Associate Dean, Director or Executive Director).
 - 2. Adjunct faculty as defined by the University of Maryland Policy on the Employment of Adjunct Faculty (II-107(A)).
 - 3. PTK faculty with duties primarily in research, scholarship, and/or artistic creativity (as defined in I.B.1-6 of the University APT Policy).

IV. POLICY AND PROCEDURES

- A. The University recognizes that faculty members may have a range of assigned responsibilities in one or more areas, such as teaching, instructional program direction, curriculum development, advising for undergraduate and/or graduate students, service to their academic units and/or the University, and/or administrative duties. Given this variation, this policy seeks to provide a broad framework for assigning and documenting Instructional and Teaching Faculty workload.
- B. Contracts for faculty members negotiated between the Unit Head and the faculty member should clearly set forth their workload responsibilities, including how their total effort is allocated based upon the percentage ranges set forth in Section IV(F)(1).
- C. A faculty member's total assigned workload must add to 100%, pro-rated by FTE as relevant.
- D. Faculty members are expected to meet workload expectations, as specified in their Contracts, on an annual (fiscal or academic year, as appropriate to their appointment) basis.
 - 1. In the event that a faculty member's workload responsibilities change, the Unit must amend their contract to reflect these changes and the amended agreement should be signed by the faculty member and the Unit Head.
- E. Each Unit in which faculty members are appointed shall establish, publish, and monitor a workload policy that sets forth fair and equitable guidelines that enable each Unit and/or program to best utilize its faculty members and align their efforts in accordance with this Policy, in alignment with the missions of the University, College or School, and Unit. Units may elect to develop a separate policy for faculty members or incorporate faculty members into their existing tenured/tenure-track faculty workload policies.
- F. The established policies shall address instructional expectations of faculty members and give appropriate guidance to augment the instructional load for research, scholarship, or creative activities; service; administration; and Extension responsibilities, if appropriate.
- G. Based on the standard workload expectations for faculty set forth in the [USM Policy on Faculty Workload and Responsibilities \(II-1.25\)](#), faculty members' total effort will consist of activities in the following areas: Teaching and Instructional Activities, Service, and Other Duties.
 - 1. If the apportionment of a faculty member's total effort falls outside of the percentage ranges set forth in (G)(2)(a)-(c), or the Unit seeks to establish different level of effort categories and/or percentages in its policy, the Unit must obtain written approval from the NLA.
 - 2. The typical ranges for each category are as follows:
 - a. Teaching and Instructional Activities: Sixty percent (60%) to eighty percent (80%) of a faculty member's total effort.
 - i. Each Course Unit generally represents ten percent (10%) of total effort.
 - ii. Units, in their workload policies, may adjust the percentage of total effort assigned to a course unit by taking into account class size, credit hours produced, number of course preparations, co-teaching, modality of instruction, disciplinary expectations, accreditation requirements, and other factors considered relevant to the Unit's instructional program(s).
 - iii. A faculty member may teach up to eight (8) course units per academic year, so long as they do not have any additional administrative, research, or other assignments.
 - iv. Instructional activities may include mentoring, curriculum development, and other assigned instruction-related activities.
 - b. Service: Up to twenty percent (20%) of a faculty member's total effort.
 - i. Service activities may include external public and professional service (inclusive of service at the State, national, or international levels), as well as internal service at the unit, college or University level.
 - ii. If a faculty member serves on unit, college, or University committees, or otherwise engages in service activities on behalf of the unit internally or externally to the University, their Contract must include a defined service component.
 - c. Other Duties: Up to thirty-five percent (35%) of a faculty member's total efforts.

- i. Other Duties may include, but are not limited to, academic program management or direction, curriculum development, advising, research, and/or administrative duties, as set forth in the faculty member's Contract.
- H. The specific workload assignments may be adjusted according to Unit-level and University policies and procedures (e.g., Leave without Pay, Family and Medical Leave, retirement agreements, and administrative or other service assignments).
- I. Unit workload policies should address whether course releases due to external fellowships, awards, and/or sponsored research (i.e., course buyouts) are permissible and should establish an appropriate buyout standard per course release.
- J. Unit workload policies should also identify and define those activities that qualify as part of a faculty member's total effort under Section IV(G)(1)(a)-(c).
- K. In the case of joint appointments, assigned faculty workloads in each Unit should be proportional to the assigned FTE in the respective Units. Contracts and/or memoranda of understanding between Units should reflect the assigned faculty member workload in each Unit.
- L. Unit policies must expressly address how workload is rebalanced and/or steps taken when a faculty member is assigned and/or engaged in responsibilities or activities that advance the University's mission and operations (e.g., service to a University Unit, University strategic initiatives, curriculum redesign, externally funded research, leadership, or other service).

V. IMPLEMENTATION, OVERSIGHT, AND COMPLIANCE

- A. Responsibilities of Unit Heads
 - 1. Each Unit Head is responsible for ensuring that the faculty workload policy and guidelines are applied equitably, appropriately, and with transparency across the respective Unit.
 - 2. Each Unit Head is responsible for ensuring that Instructional and Teaching Faculty currently employed within the Unit receive a copy of the faculty workload policy upon its approval. Instructional and Teaching Faculty hired by the Unit after approval of the faculty workload policy shall be provided with a copy thereof prior to the commencement of their appointment.
 - 3. Each Unit Head is responsible for ensuring that each faculty member within the Unit is in compliance with the stated faculty workload policy and guidelines.
- B. Responsibilities of the Dean
 - 1. Each Dean is responsible for ensuring that the faculty workload policy and guidelines are applied equitably, appropriately, and with transparency across the Units of the College or School.
- C. Review and Approval of Workload Policies
 - 1. Unit workload policies must receive the approval of the NLA.
 - 2. Approved workload policies must be submitted to the Office of Faculty Affairs, which shall maintain a record of all approved workload policies.
- D. Responsibilities of the Senior Vice President and Provost
 - 1. The ultimate responsibility for ensuring faculty workload equity and accountability across the University lies with the Senior Vice President and Provost.
 - 2. The Office of the Senior Vice President and Provost is responsible for reporting faculty workload information to USM.
- E. Unit Heads (or designees) in departmentalized Colleges shall prepare for the Dean an annual summary report of assigned faculty member workloads in their Units. In non-departmentalized Colleges, the Dean shall prepare the annual report. The report should be made available to all faculty in the Unit, preferably on the Unit's public website, intranet, or online dashboard.
- F. Units must develop their initial faculty workload policies, pursuant to their Unit governance procedures, by or before _____. Units should review their policies at a minimum of every five years after initial approval pursuant to the procedures established in section V.C above.
- G. The Office of Faculty Affairs shall develop, review periodically (at intervals of no more than five years), and publish faculty workload guidance.