

UMKC, A&S COLLEGE--GUIDELINES FOR FACULTY ENGAGEMENT

The following guidelines establish regularity across the College regarding teaching, research, and service responsibilities for full-time, tenured and tenure-track faculty. UMKC and the College of Arts and Science are dedicated to excellence in teaching and scholarship and to service to the community. The goal here is to create guidelines that are consistent with the goals of the University, which is to say to establish guidelines for faculty engagement in the College of Arts and Sciences as faculty pursue “academic excellence” and the realization of “a great university in a great city” – a goal that cannot be realized without a great College of Arts and Sciences.

These guidelines recognize the diversity of the College's many disciplines and departmental responsibilities. They allow each faculty member, after the annual evaluation by the Department's P&T Committee according to Department set guidelines and consultation with his/her Chair and the Dean, an opportunity to earn recognition in various "tracks," and move from one track to another, depending upon the faculty member's interests and scholarly record in teaching and research.

Each department, in consultation with the Dean, will establish the criteria for each track (e.g. what constitutes an appropriate level of scholarship for Track I), by which faculty will be measured in their annual evaluations. The Chair will indicate in his or her annual faculty evaluations the track that each faculty member has earned and direct his or her assessment to the criteria established for that track. S/he will also make clear his or her recommendation as to whether the faculty member should continue on that track the next year.

With the goal of providing the best, quality programs possible, Chairs will plan their course schedules well in advance. Some courses will need to be on an appropriate rotation, perhaps taught only once per year or once every two years, in order to be assured that the course will make the minimum enrollment requirements. Quality is best attained when our students are taught by regular, full-time faculty. Chairs will make every effort to distribute the teaching load among faculty to best serve our students and programs. Wherever possible, our regular, full-time faculty will teach in our undergraduate programs. For example, faculty on a 2/2 load will be expected to teach at least one undergraduate course per year. Quality also dictates that we minimize our use of part-time instructors. When part-time instructors are necessary, they should be assigned to lower division courses only. Justification must be provided and the Dean's approval must be obtained to hire part-time faculty for upper division and graduate courses.

Finally, it should be understood that no single set of guidelines could cover all situations, or the unique circumstances, of every department. Therefore, departments may make requests for variations from these general guidelines to meet their specific needs. Similarly, Chairs must seek the Dean's approval for any variations in the general policy that they deem appropriate to meet the unique circumstances of any particular faculty member. These guidelines will be revisited annually with an eye toward making changes that would make them more effective.

Faculty Engagement "Tracks"

Track I:

Faculty may earn this track which stresses research and creative activities at the following ratio: teaching 40%/ research 40%/ service 20%. It is expected that faculty on this track have a highly productive research program, the results of which would be rated in the outstanding/extra merit category. The teaching load in this track is 2/2, OR teaching at least 450 SCH per year. Faculty on this track must meet the following criteria:

1. Membership on the Doctoral Faculty (or Graduate Faculty for MFA fields or in departments without a graduate program)
2. Have a highly productive research program, which may include extramural support (criteria according to departments with the Dean's approval)
3. This track is appropriate for new faculty on tenure track through the third year review, upon recommendation of the department and approval by the Dean
4. Performance in all areas of professional activity measured by departmental expectations for teaching, research, and service

Track II:

Faculty may concentrate their scholarly efforts according to a ratio of teaching 50%/research 30% and service 20%. The scholarly research output of these faculty would be rated as having merit and the teaching load would be 3/2 or 2/3, OR teaching at least 560 SCH per year. Faculty on this track must meet the following criteria:

1. Membership on the Graduate and/or Doctoral Faculty (criteria according to departments)
2. Have a productive research program.
3. Performance in all areas of professional activity measured by departmental expectations for teaching, research, and service

Track III:

Faculty in this track would have a 3/3 teaching load OR would teach at least 675 SCH per year, dividing their efforts given a ratio of teaching 60%/ research 20%/ service 20%. Faculty on this track should meet the following criteria:

1. Membership on the Graduate and/or Doctoral Faculty (criteria according to departments)
2. Have an ongoing research program.
3. Performance in all areas of professional activity measured by departmental expectations for teaching, research, and service

Track IV (This track is not appropriate for new faculty on tenure track).

Faculty members who do little research may elect to emphasize teaching and service as their main areas of responsibility at the following ratio: teaching 80%/ service 20%. This "track" would normally result in a teaching load of four courses or twelve-credit hours or more per semester, OR teaching at least 900 SCH per year, with service expectations at the department, college, campus, and university levels. Faculty on this track would be expected to keep current with the latest literature and research in their fields, which should inform their teaching.

Minimum Teaching Requirement

Pursuant to the System's Executive Guideline No. 31 on Instructional Workload, all previously noted factors taken into consideration, no regular faculty member can be assigned either fewer than 12 section credits or fewer than 180 student credit hours per academic year without an instructional waiver issued by the Dean. Should any faculty's workload fall below this system requirement due to enrollment numbers below the minimum of 6 in graduate courses and 12 for undergraduate courses, then the chair will reassign the faculty member to a course that was originally assigned to an adjunct. If there are no courses available for this reassignment, the faculty member will make up that course in the next semester (not including summer).

Adjustments to Teaching Load

General

A "course" is defined as a regularly scheduled class with set meeting times. Courses with "arranged" times are calculated as tutorials.

Non-teaching reductions to a faculty member's teaching load cannot result in LESS than a 12-hour load per academic year (normally four, 3-hour courses for the year). Exceptions may be granted only with the approval of the Dean.

Teaching responsibilities may be spread over the academic year. That is, faculty with a 9-hour teaching load per semester may elect to teach 12-credit hours in the fall and 6-credit hours in the winter, with approval of the Chair.

Specific

A maximum of 60 SCH generated by independent study and tutorials can be included in workload/SCH computation per year.

Department Chairs receive the equivalent of one course per semester.

Advising is recognized as an important part of teaching and retention of students. Departments may divide the responsibility for advising of undergraduate and graduate students among their faculty members or assign one or more faculty to do advising. When one faculty member is advising and the number of students is large, the Chair must make the case to the Dean that the faculty member is the principal undergraduate or principal graduate advisor and has an extraordinary time commitment to this activity. Upon approval of the Dean, faculty advisors may receive credit of 1.5 credit hours per semester. Faculty members who choose to become faculty advisors for the College may receive credit of 1.5 credit hours per semester.

Teaching load reductions may be awarded to directors of centers and special programs (e.g. Honors, Black Studies). The Dean will determine the amount of teaching load reductions, based on the size of the center or program and level of activity.

With the Dean's approval, faculty members who have unique teaching responsibilities (such as supervising interns, monitoring clinics, practice teachers) may also be eligible for crediting these activities toward their teaching loads.

Research

With the Chair's and Dean's approval, teaching load reductions for research (Track I) and professional development may be allowed:

- * as cost sharing for major extramural funding
- * for major research projects requiring dedicated time over a defined period (e.g. final editing of a book)
- * for editors of professional journals or collaborative monographs
- * for the first semester for assistant professors
- * for funded research projects—faculty may use outside funding to buy out teaching during the regular academic year. However, the system's constraint that no one teach fewer than 9 credit hours in any given academic year still applies.

Service

Normal service in departments, or college-wide committees, usually does not result in credit toward a faculty member's teaching load. Exceptions may include highly demanding leadership roles, such as Chairperson of the A & S faculty or Chairperson of the Senate, or other highly demanding service roles, with approval of the Dean upon recommendation of the Department Chair.

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