Myron B. Thompson School of Social Work
Department of Social Work
Workload Policy
Approved by DSW Faculty 10/19/16

Guiding Documents:

The Workload Policy for tenured and tenure track instructional faculty at the School is developed in accordance with two primary documents: (1) the 2009-2015 Agreement between the University of Hawai`i Professional Assembly (UHPA) and the Board of Regents (BOR), and (2) the University of Hawai`i Systems Board of Regents Policies and Bylaws, Section 9-16.

The BOR and UHPA has defined the workload of faculty at the University of Hawaii as 24 credit hours per year for classroom lecture instructions. Appropriate measure of other modes of instruction, as well as of non-instructional activities may be established based on the mission of the university unit and program.

The School of Social Work, including the Department of Social Work and the Office of Public Health Studies, requires faculty to conduct and disseminate exemplary research and carry heavy advising loads for their baccalaureate, master's, and doctoral students. Also, instruction typically includes practice and research components that tend to be more time consuming that classroom-lecture instruction. Thus, both departments allow reduction from the 24 credit hours for exemplary research, heavy advising, and non-classroom-lecture modes of instruction.

I.   Department of Social Work Policy

The School has historically reduced this to 15 semester credit hours or 5 courses per year to recognize and promote exemplary research and scholarship, and service. Reductions in teaching workload below the standard adopted by the School (2-3; 3-2) must be earned according to established guidelines. The Dean's approval is required for all teaching workloads below 5 courses per year.

Faculty Workload: Teaching, Scholarship and Service

In line with the doctrines of the UHPA and the BOR, this Workload Policy is based on the goal of high quality performance in teaching, research/scholarship and service. Specifically, this policy focuses on workloads within each of these areas in order to promote collegiality, and assure equity and fairness within the School. It also specifies general guidelines to authorize adjustments in workload.

I.   **Teaching**

A. Since teaching is the cornerstone of education, there is the expectation that faculty demonstrate subject mastery, employ pedagogy and instructional strategies that foster learning, and inspire the community of learners. The kinds of teaching activities and responsibilities that adhere to UHPA, BOR and School standards include but are not limited to:

- Teaching five courses per year (2-3; 3-2);
- Where appropriate, supervision of internships and practica;
- Curriculum and course development;
- Updating of course syllabi, lectures, assignments and other creative activities in line with current knowledge and applications;
- Participating in professional development to enhance instructional methodology; and,
- Participating in and providing course evaluations to the School.

B. <u>Consideration for Course Reductions</u>: The kinds of teaching activities and responsibilities that justify course reductions below UHPA, BOR and School standards constitute that body of instructional engagement which contributes to education in a graduate research university. These include, but are not limited to, significant contributions in the following:

1. Doctoral Dissertation Chairship;

2. Doctoral Committee Membership;

3. Independent Graduate Research (SW 743, SW 744, SW 746); and,

4. Directed Readings (SW699, SW499).

5. Instructing in the Distance Education Option

The School maintains course equivalency guidelines for the calculation of course reductions for the above areas. Instructional faculty, regardless of course reduction options, is required to teach a minimum of 1 course per year.

II.   **Scholarship**

A. The UHM is classified as a Carnegie Doctoral/Research-Extensive University. As such, research and scholarship are essential to faculty workload. The School's position to deviate from the BOR policy of 8 courses per year is based on the justification of exemplary research and scholarship and service. Areas of scholarly activities and responsibilities include but are not limited to:

- Publication of top-ranked peer-reviewed journal articles;
- Publication of books (original and edited);
- Publication of other works such as book chapters, book reviews, technical reports, newspaper articles;
- All forms of research;
- Disseminating scholarship through invited and juried presentations at conferences, workshops, exhibits, and seminars; and,
- Preparing, obtaining, and administering grants and contracts.

B. <u>Consideration for Course Reductions</u>:
  - Minimum of 1.5 publications per year in peer reviewed journals
  - Minimum of 1 juried presentation at a major professional conference per year
  - Submission of grant proposal per year
  - Principal or Co- Investigator on a grant per year
  - Buyout of 15% of 1FTE for a 3 credit hour course.

III. **Service**

A. Service to the School, University and community is a critical component of faculty workload and represents civic engagement and responsibility. The nature and scope of service are aligned with the faculty member's expertise and scholarly agenda as well as the mission of the School and University. Areas of service activities and responsibilities include but are not limited to:

- Regular and ongoing participation in governance of the School, with a requirement of serving annually on a minimum of one with a preference for two School committees. This is in addition to mandatory meetings such as faculty meetings, retreats, or other meetings as required by the Dean.
- University service, including leadership and membership on campus and system-wide committees (volunteer and elected);
- Professional service, including editorial boards/committees of professional journals; program evaluations of professional organizations; professional consultations; providing leadership and program directions in professional societies and associations; and,
- Community service, including government, private sector, and other public interest groups.

B. <u>Consideration for Course Reductions</u>: The kinds of service activities and responsibilities that justify course reductions below UHPA, BOR and School standards relate to non-instructional administrative service to the School. These include, but are not limited to contributions in the following:

- Department Chair

- Educational Program Chairship: Serving as BSW, MSW or PhD Program Chair may result in course reductions in negotiation with the Dean, and take into consideration multiple factors such as size and scope of the program and appointment times relevant to 9 or 11-month; and,

- Other School Administrative Responsibilities: Serving as the faculty lead in various administrative assignments may result in course reductions in negotiation with the Dean, with such responsibilities including, program assessment, technical services support and research infrastructure support.

- Academic Advising of 25 or more social work students with academic plan; identifying academic and professional goals; identifying and utilizing resources to support them in achieving their identified goals; and assisting with academic and performance review of advisees.

- Faculty participate in evaluating applications in both the undergraduate and graduate programs for admission.

Considerations

There are several steps for the development, approval, implementation, and evaluation of a Workload Policy:

1. The Dean and faculty shall develop and approve the Workload Policy. The workload policy for tenured/tenure-track instructional faculty shall be developed and approved by such faculty, with subsequent review and endorsement by the broader faculty of the School.
2. This Workload Policy shall be reviewed every two years.
3. The assessment of faculty compliance with the established workload policies is carried out annually. The Dean will annually review a Workload Form provided by each faculty member to ensure that workload criteria are met and that equity exists within the School. The Workload Form will be completed by each faculty annually as documentation to justify the reduction from the BOR's 24 credit hours of classroom instruction requirement. Additional reduction from the 3-2/ 2-3 must be submitted as a written request to the Dean. Once a course reduction has been approved by the Dean, it must be utilized the semester for which it is granted or it is lost. (In special circumstances, "banking" a course for future use may be granted at the discretion of the dean.)
4. Decisions on the request and timing of course reductions take into account factors such as School resources, course scheduling and the accommodation of students as primary considerations. The Dean reserves the prerogative to specify the semester for the course reduction.
5. The Dean notifies the Department Chair who is charged with oversight of course scheduling.

*Note: This document specifies the School's Workload Policy and is not intended to be a guide for tenure and promotion. For information on performance, tenured or tenure- track faculty are responsible for understanding what is needed for advancement at the University of Hawai'i and are directed to **http://manoa.hawaii.edu/ovcaa/faculty/tenure_promotion_contract_renewal/** and the Policy and Procedures of the School's Personnel Committee.*

References

2009-2015 Agreement between the University of Hawai`i Professional Assembly and the Board of Regents of the University of Hawai`i. http://www.uhpa.org/uhpa-bor-contract/100129-2009-2015-agreement-for-website.pdf/view

2010-2011 Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa http://manoa.hawaii.edu/ovcaa/faculty/tenure_promotion_contract_renewal/pdf/2010-2011_criteria_guidelines.pdf

University of Hawai`i Systems Board of Regents (BOR) Policies and Bylaws (Section 9-16). http://www.hawaii.edu/offices/bor/policy/borpch9.pdf

Approved: Graduate Faculty (10.19.16)
Approved: OVCAA (12.08.10)
Endorsed: General Faculty (10.18.10)
Approved: Graduate Faculty (09.20.10)

DEPARTMENT OF SOCIAL WORK WORKLOAD MATRIX

Rank	BOR Policy	Teaching Workload	Research Equivalency	Service Equivalency	Buy-out	Total
I-3, I-4, I-5	4-4	3-2/ 2-3 *15 credit hour*	*6 credit hour reduction* ● 1-2 published papers per year in peer reviewed journal is equivalent to 4 credit hours. ● 1-2 Presentation at National conference per year is equivalent to 1 credit hour. ● PI /Co-PI of a research project ***or*** submission of grant proposal is equivalent to 1 credit hour	*3 credit hour reduction* ● Academic and professional advising 25 or more MSW graduate students per year is equivalent to 3 credit hours.		T+R+S = 24 15+6+3 =24
		Additional Course reduction for teaching and mentorship Individual or group research projects & dissertation ● 5 students for		*Additional Course reduction for service in leadership* ● Serve as Chair of Ph.D., MSW, or BSW programs is equivalent to 3 credit hour reduction load per year at a minimum threshold of student census.	*Additional Course reduction from grants* 15% of 1FTE salary for buyout for funded projects in one year is equivalent to 3 credit	

		SW 800, SW 746, SW 743/744 is equivalent to 1 credit hour		● Department Chair is equivalent to 6 credit hour reduction load per year.	hours.	
I-3, I-4, I-5 Distance Education (DE)	4-4	2-2 *12 credit hour* ● 1 online course is equivalent to 1.5 credit hours	*6 credit hour reduction* ● 1-2 published papers per year in peer reviewed journal is equivalent to 4 credit hours. ● 1-2 Presentation at National conference per year is equivalent to 1 credit hour. ● PI /Co-PI of a research project ***or*** submission of grant proposal is equivalent to 1 credit hour	*3 credit hour reduction* ● Academic and professional Advising 25 or more MSW graduate students per year is equivalent to 2 credit hours.		T+R+S = 24 12+6+3 = 24
		Additional Course reduction for teaching and mentorship Individual or group research projects & dissertation ● 5 students		*Additional Course reduction for service in leadership* ● Serve as Chair of Ph.D., MSW, or BSW programs is equivalent to 3 credit hour reduction load per year at a minimum threshold of	*Additional Course reduction from grants* 15% of 1FTE salary for buyout for funded projects in one year is equivalent to	

		for SW 800, SW 746, SW 743/744 is equivalent to 1 credit hour		student census. ● Department Chair is equivalent to 6 credit hour reduction load.	3 credit hours.	

Social Work standard: 2-3/3-2 Manoa Option or 2-2 Distance Education & Manoa Options
Teach 5 courses per year, with academic advising, supervision of internship and practica, curriculum and course development, updating course syllabi, participating professional development, participation in and providing course evaluations.
- Teaching considerations: doctoral dissertation chairship, doctor committee membership, independent graduate research, directed readings.
- Research considerations: publication top-rank journals, publication of books and others, all forms of research, disseminating scholarship, preparing and obtaining grants.
- Service considerations: governance, advising, university service, professional service, community service.
- 9 month tenured- 15 credit hours, 6 scholarship, 3 service = 24
- 9 month tenured (Distance Education & Manoa Option) 12 credit hours, 6 scholarship, 3 service = 24
- Faculty with funded research – 3 credit reduction for each 15% of buy-out

Approved: Graduate Faculty (10.19.16)