

# COLLEGE OF ENGINEERING

## WORKLOAD EQUIVALENCIES FRAMEWORK

Per Board of Regents Policy 9.214, the standard teaching assignment for full time instructional faculty is 24 semester credit hours (SCH) per academic year. Because Manoa is an R1 research university, at which faculty research and service are required, it is understood that the workload of 24 SCH does not correlate to formal credit-based teaching of 24 SCH. Rather, the 24 SCH-workload is a complex mix of credit-based teaching, non-credit teaching, research and service. For convenience, the 24 SCH workload will be cast in the context of eight 3-credit hypothetical courses, or a teaching load of 4-4. Equivalencies for these other activities typically will be defined in the context of a hypothetical 3-credit course.

This document establishes a framework to determine the SCH-equivalencies for these other work responsibilities required of Manoa faculty. The framework itself is not implementable; each department within the college has a workload policy that considers the unique aspects of the individual programs and provides sufficient detail to implement the framework.

### **Noncredit Teaching Equivalencies**

Teaching includes traditional, credit-based instruction of courses that meet 50 minutes per week per SCH (or 120 minutes for laboratory courses). However, as mentioned previously, faculty undertake other instructional activities that do not fall within such a definition. Examples include research supervision of undergraduate and graduate students. Research Experience for Undergraduate (REU) programs have become very popular to enrich and deepen the undergraduate experience. Supervision of undergraduates inexperienced in research requires substantial faculty time. Similarly, supervision of graduate students and editing theses and dissertations, all oriented to training the next generation, are instructional activities for which SCH-equivalencies can be defined. A typical equivalency, for example, is supervising a PhD student to graduation, which typically takes 4 years or more, has an equivalency of 1 course.

### **Service**

Faculty must provide service to the university. At a minimum this means serving on departmental, college, and university-wide committees and advising undergraduate students. This level of service can reduce the teaching load to 3-3.

Higher levels of service include department chair, graduate program chair, ABET chair, advisor to student professional clubs, service on state, national or international committees, conference organizational activities, and journal reviewer and editorship. Additional reduction of the teaching load can be provided for higher levels of service, especially where they enhance the national and international reputation of the University. This is usually limited to 1 or 2 courses per year.

## **Research**

Engineering is a unit for which the faculty are expected to obtain extramurally-funded research grants. Writing proposals and obtaining significant research grants as a PI or co-PI deserve a reduction in teaching load of 1 to 2 courses per year.

Equally important to obtaining extramural funding is doing significant research. Refereed publications are the normal metric used to measure this activity. Journal publications are the gold standard, but writing textbooks and conference papers are also deserving of recognition.

Total reduction in teaching load for research activities is usually limited to 1 to 2 courses per year.

## **Minimum Teaching Level**

Despite the equivalencies, it is anticipated that a minimum teaching level of 2-1 (i.e., 3 courses per year) is expected. (Note: probationary faculty may have a reduced load during some or all of the probationary period, and department chairs are given a reduced teaching load as well, typically 1-1 if they are also active in research.) However, depending on staffing levels, instructional needs, and department policy, it may be possible to use extramural research funds to pay for a reduction below this by paying the equivalent salary plus fringe benefits out of the research funds, per university policy. The instructional needs of the department should not be compromised by such course buy-outs. It is anticipated that buy-outs would be limited to one course, i.e., down to 1-1.

Because of a minimum teaching level, it is quite possible that a faculty member may have a workload higher than 24 SCH if other activities result in an equivalency more than 5 courses. In such cases, credit above the 5 courses is not extended.