

## College of Natural Sciences Workload Policy

1. The UH BOR workload policy requires faculty to teach 24 classroom lecture credits or equivalent per year (4-4).
2. In recognition of the RU/VH (Research I) status of the Mānoa campus, for Mānoa the policy allows a reduced teaching load of 18 credits per year (3-3). Faculty not actively engaged in scholarly activity in addition to teaching are expected to carry this load.
3. Faculty actively engaged in scholarly activity in addition to teaching may be granted teaching reductions to as low as 9 credits per year (1-2) by the department chair. Measures of scholarly activity and the resulting level of teaching reduction shall be as specified in the department workload policy document, which should give the greatest weight to published scholarship and the receipt of research grants and contracts and should require higher levels of scholarship for greater reductions in teaching.
4. Faculty with administrative responsibilities for operation of a department, graduate program, or major research or training program may be granted a reduction to 6 credits per year (1-1) by the department chair. Criteria for this reduction shall be as specified in the department workload policy.
5. Newly hired faculty may be granted a special workload reduction by the department chair in either the first or second year of employment. The purpose of this reduction is to assist the new member of the faculty in establishing an active research program.
6. Faculty teaching courses with enrollment greater than 100 may receive a teaching load reduction of half a course. This reduction may be accumulated over two semesters to yield a reduction of one full course. Faculty teaching courses with enrollment greater than 300 may receive a teaching load reduction of one course.

Department workload policies will be submitted to the college dean for review and approval.

Department chairs determine the courses to be offered each semester and faculty teaching assignments (in consultation with individual faculty members), subject to the approval of the college dean. Teaching loads of 6 credits per year (1-1) or less shall be explained in a memo from the department chair to the college dean. In addition to the considerations in items 1-6 above, teaching assignments should also take into account many additional faculty activities that support the instructional, research and service missions of the University. A partial list of such activities is attached.

## Additional Activities

- Supervision of senior papers, honors theses
- Guest lecturing
- Graduate thesis or dissertation committee service
- Hours arranged, e.g., credit-by-exam, independent study
- Exceptional course preparation responsibilities
- New course or major curriculum revision
- Student advising
- Writing books, articles, reviews or technical papers
- Developing new instruments, procedures or research methods
- Grant management and proposal writing
- Attending professional meetings
- Refereeing
- University, College or Department committee service
- Advising student, academic or pre-professional organization
- Service as officer, board member or journal editor
- Faculty mentoring