

SOEST WORKLOAD POLICY: Instructional Faculty
October 17, 2016

The School of Ocean and Earth Science and Technology (SOEST) is a highly research-intensive unit that creates, preserves and shares knowledge that enhances the quality of life in our State and nation, contributes to a high-tech economy, promotes the conservation and sustainable use of the environment and natural resources, and mitigates natural hazards. SOEST, as constituted, is a strong research and graduate education School that reports to the Vice Chancellor for Research. We are among the top Schools of Geosciences (or Earth, Ocean and Environmental Sciences) in the world.

SOEST's faculty are located across the State and U.S. Pacific Islands and are administered through four Departments and five Organized Research Units:

<u>Departments</u>	<u>Research Units</u>
Atmospheric Sciences	Hawaii Institute of Geophysics & Planetology
Geology and Geophysics	Hawaii Institute of Marine Biology
Ocean & Resources Engineering	Hawaii Natural Energy Institute
Oceanography	Hawaii Sea Grant College
	Pacific Biosciences Research Center

Faculty appointments include Instruction, Research, Specialist, and Extension (educational outreach, part of the Sea Grant mission) and commonly involve split appointments in two of these four areas. The time allocated to each activity (Full Time Equivalents, or FTE) is defined in faculty job descriptions and permanent position allocations (e.g., 0.50 FTE Instruction, 0.50 FTE Research). These FTE assignments change infrequently (over many years) though they are reviewed annually by the SOEST administration.

This document delineates the *minimum workload expectations* for SOEST faculty with instructional responsibilities, rather than faculty productivity as identified in the tenure, promotion, contract-renewal, and periodic review criteria and documents developed by the School's various units.

WORKLOAD FOR INSTRUCTION

SOEST's workload for instructional faculty follows the UH Board of Regents' (BOR) policy:

The instructional faculty of the University of Hawai'i has duties and responsibilities that encompass a number of professional activities in addition to teaching. The nature and scope of these additional duties depend on the particular mission of the unit and program and the relationship of the mission to the faculty member's professional qualifications... [T]he standard teaching assignments for full-time instructional faculty shall be... 24 semester credit hours per academic year at the University of Hawai'i at Manoa... Teaching assignments for... faculty paid less than full time from instructional funds shall be... pro-rated by their fractional full-time equivalent in instruction... In recognition of the diverse responsibilities of the university and its faculty, each chancellor shall develop and recommend equivalents for specific non-instructional activities that are consistent with and in furtherance of the mission of the university unit and program. (Regents Policy 9.214)

In keeping with expectations of the BOR and Manoa administration as a research-intensive campus, and the fact that SOEST is constituted as a highly research-intensive unit, all I- and R-faculty appointments include well-defined expectations regarding research and scholarly work. Therefore, SOEST faculty with 1.0 FTE in instruction are expected to teach 12 credit hours each academic year (6 credit hours per semester) - and that expectation is proportionally prorated for faculty with less than a 1.0 FTE instructional appointment - with their research and service activities expected to contribute the other 12 credit hours of their teaching assignment per academic year. Student mentorship bridges the instructional

and research activities of faculty; directing the research of undergraduate/graduate students and post-doctoral scholars is included in the research workload. “For those faculty whose records, over a period of years, show that they have chosen not to engage in significant service, research or creative activities, teaching may be substituted” (Pres. Simone, 10/1/1990).

In addition, instructional faculty are expected to contribute to building a stimulating and supportive learning environment by providing career advising and mentoring of students and post-docs; chairing and serving on committees relating to assessment, the curriculum, and other academic matters; and participating in non-classroom instructional activities (such as field trips) that enrich students learning.

Generally, faculty members fulfill their instructional workload expectation by teaching 6 credit hours per semester per 1.0 instructional FTE. However, exceptions to the general practice, or instructional equivalences, are sometimes granted in recognition of the extraordinary workload required for some tasks that benefit and enrich the School’s academic program, promote student success and lead directly to graduation. The following table presents SOEST’s instructional workload and equivalencies.

SOEST MINIMUM INSTRUCTIONAL WORKLOAD

<u>BOR Policy</u>	<u>SOEST Instructional Workload</u>
24 credit teaching assignment per academic year, consisting of instructional and non-instructional activities	12 credits (e.g., 2 courses totaling 6 credits per semester) 12 credits of scholarly research and service activities 24 credits per academic year

SOEST INSTRUCTIONAL EQUIVALENCES

<u>Activities</u>	<u>Equivalencies</u>
New course development (including on-line)	1:1 credit per new course
Extramural buy-out	1 month salary p.a. per FTE per credit
Other, including individualized non-classroom instruction (such as 499 and 699): as determined and approved by the faculty and unit head, and delineated in policy by unit in consultation with the Dean’s office.	

PROCESS FOR DETERMINING FACULTY WORKLOAD

Faculty workload is monitored by the faculty member and unit head, in keeping with the SOEST Workload Policy, and reviewed annually. The workload should be appropriate to the faculty member’s formal appointment (FTE) in Instruction, Research, Specialist and/or Extension, as defined in his or her job description, and reviewed and approved by the unit head (Department Chair or Institute Director). When work situations change, faculty members can request a change of assignment to accommodate new responsibilities. Changes in teaching assignments must be approved by the unit head, who is responsible to ensure that collectively the faculty of each unit deliver the requisite curriculum and courses for their degree programs. Thus, for example, there will be a limit to how many faculty can take a sabbatical and/or buy-out their teaching at the same time. The unit head will apply the workload policy consistently and fairly for all faculty members in the unit. Deviations from the workload policy and/or workload equivalencies must be approved by the Associate Dean for Academic Affairs and Dean.