

# SOE Workload Equity Committee

Current workload is 24 credits (or 8 3-cr courses, 4/per semester)

**TT and T Faculty (9 month) workload** is assigned as noted below:

Research and Service Active Faculty  
3 courses per AY

## **A. Criteria - Research Active faculty:**

1. Supporting Graduate Students with grant funding cumulative over a period of 3 years
2. Publishing in journals
3. Advising graduate students
4. Writing books, monographs
5. Writing inclusive group proposals
6. Leading Centers
7. Advising Undergraduate Students from funded research
8. Building research infrastructure

*For course release, Criteria 1 through 3 are all mandatory in addition to Criteria B.*

## **B. Criteria - Service active faculty:**

Either

1. Serving in Departmental Officer position

Or at least 2 (two) out of Criteria B.2-7

2. Chairing Departmental, SOE, University committees
3. Participating in departmental "heavy" committees (e.g., meetings on at least a monthly basis, faculty and staff search committees, PRC etc.)
4. Participating in SOE or University "heavy" committees (e.g., meetings on at least a monthly basis, faculty and deans etc. search committees, SOE A&P etc.)
5. Advising undergraduate students (e.g., JJ Slade, Senior Design, Aresty, etc.)
6. Advising student clubs
7. Faculty mentoring
8. Peer reviews

Service to the profession is expected for good citizenship

9. Organizing conferences, seminar series
10. Editorships
11. National/International society leadership
12. Alumni relations as requested, guided, and reported to, the department

13. Industry relations as requested, guided, and reported to, the department  
...and any relevant activities of similar nature

***A faculty may request a course release if they combine the merits of research (A) and service (B) activities as discussed above.***

Faculty not meeting criteria for research and service active faculty should have an increased teaching load at the discretion of the department chair, but not less than 4 courses per year, or not less than one more course than the teaching load of research and service active faculty.

**NTT Faculty workload** is assigned as noted below:

#### **Criteria - NTT Teaching Faculty**

1. 24 credits per 11-mo (per SOE policy)
2. Need to adhere to contractual agreement.

In most cases, the above culminate to 3 courses per semester + summer course (if applicable)

*If there are remaining credits* they are fulfilled with service to the department subjected to approval from the department chairperson. Related activities include:

- Class Advising
- Coordination of student activities (professional society chapter, SOE club, etc.)
- Administrative tasks related to teaching to benefit the department
- Student related outreach tasks

An NTT faculty may “buy out” course load with substantial service, such as director positions, ABET coordinator, departmental officer (to the level of Undergraduate Director) etc.

Any activities that the NTT faculty decides to undertake requires the approval of the chairperson in order to count towards the faculty’s workload. Activities outside the pre-approved ones are considered volunteering and not within the bounds of their contractual agreements.

#### ***Workload Equity committee***

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