1. General Workload Policy

The School of Freshwater Sciences workload policy is based on the premise that faculty work covers research, teaching, service and (in some cases) administrative activities. The contributions across these areas may vary among faculty members.

The School of Freshwater Science affirms the workload policy contained in the UW-Milwaukee Faculty Workload Policy (Document No. 2027, February 22, 1996 amended February 15, 2007. It uses a model based on instructional units; if a full-time faculty member had one hundred percent teaching obligations, he or she would teach twenty-four units per academic year (twelve units per semester), where each one workload unit is the equivalent of teaching a one-credit group or equivalent instruction course.

The basic faculty workload consists of eight units per year (see FACULTY DOCUMENT NO. 2027, amended February 15, 2007). Each unit is the equivalent of a three-credit group (in-class or online) instruction course.

A. TEACHING (3 units)
Two units of work per year are allocated to the basic in-class or online teaching workload. One unit each year is allotted to teaching graduate research, advising PSM students, or independent study (i.e. 985/990/999).

B. RESEARCH (4 units)
Four units of the basic load are satisfied by basic scholarly and research activities. The activities include publishing articles in peer-reviewed journals, presenting papers at conferences, proposal preparation, active graduate student supervision, acquisition and execution of extramurally funded research grants and contracts, and significant community outreach efforts. This requirement will be met by satisfying four or more of the metrics in the appendix. The faculty member will receive one unit credit for each metric meet.

C. SERVICE PERFORMANCE (1 unit)
One unit of the basic workload is satisfied by ordinary university administrative and service activities. Examples of such activities include attending faculty meetings, committee activities, student advising, student organization advising, recurring
professional development, recurring course and curriculum development, and professional as well as community service. These course releases are subject to review by the Executive Committee if inadequate service is being rendered by a faculty member.

The overall array of faculty work should allow the School to meet its goals and to fulfill its mission. The Executive Committee, in consultation with the dean will set the workload of individual faculty and academic staff members in consideration of the faculty’s career plans, and the school’s academic programs, research programs, and outreach activities.

Because SFS academic programs will be at the graduate level, SFS faculty members are expected to devote a relatively high proportion of their time to research activities. Faculty members' teaching workload will reflect that expectation, but may be adjusted if a faculty member is not active in research or the supervision of graduate students.

This policy does not address the quality of a faculty member’s work. It is designed to identify the full workload contribution expected for any faculty or staff member within the School. The quality in their work is addressed in the varied review processes (see the SFS Faculty Personnel Policies and Procedures).

2. Adjustments to Teaching Workload

In consultation with the Executive Committee, the dean may adjust the teaching workload of new faculty and staff members consistent with the terms of their first contractual period, and for special administrative assignments. Faculty members may request and the Executive Committee may approve transfer of 1.0 unit of workload per year from execution of funded research to in-class/online teaching or service, or 1.0 unit of in-class teaching to the execution of funded research. This may include extramural funding buy-outs, and for new course preparations.

The minimal teaching workload for faculty members is one three-credit course or equivalent per year. Faculty not active in research and/or not supervising graduate students will be assigned additional teaching duties. Individual academic staff members should be given teaching assignments based on percentages outlined in their position description.

Formal teaching workloads should recognize the contributions of faculty members in supervising students and the number of active students a faculty member supervises. This may include student work associated with the following graduate courses: independent reading, study or research; graduate project, thesis and dissertation.

3. Workload Policy Review and Revision

Considering the active growth and development of the School of Freshwater Sciences, it is expected that this workload policy will need to change with time. The School’s Planning and Governance Committee is charged with the annual review of this policy and its implementation within the School. The full voting faculty and staff of the School shall approve this policy and any subsequent revisions.
APPENDIX

(1) Faculty member annually generates significant funding from extramural grants and contracts consistent with UWM goal of R1 status.

(2) Faculty member has submitted at least three research proposals in the previous year as PI or co-PI.

(3) Faculty member has been an author or co-author of at least 4 peer-reviewed journal articles published (date of acceptance) during the past 2 years. One primary authored book chapter may be counted as one peer review article during a two-year period.

(4) At least one student completed graduate thesis under faculty member’s direction in the last year.

(5) At least two research trainees were actively advised in the last year.

(6) Faculty member has been involved in the writing or editing of 1 or more books (textbooks, monographs, etc.) in the last 2 years.

(7) The Faculty member performs significant dissemination of research findings or expertise during the year through ongoing outreach or advising to agencies or industry partners. These activities include preparing fact sheets or technical reports for agencies (unfunded), or serving on advisory boards, task forces, and technical advisory committees, and serving on review panels, editorial boards of scientific journals or as officers in national scientific organizations.