C. Workload Policy

Preface
The workload policy of the College of Social Sciences is based on the goal of outstanding scholarship and the value of collegiality. Thus, we continually seek to improve our teaching, research and application, and to assure that there is equity and fairness across the College regarding the faculty workload, including both scholarly and civic responsibilities.

BOR Policy
According to BOR policy, "The instructional faculty 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 that mission to the faculty member's professional qualifications...." Furthermore, the policy states that the standard teaching assignment at Mānoa for full-time instructional faculty shall be 24 semester contact hours (8 three-credit-hour courses) per academic year. But, in recognition of the diverse responsibilities of the Mānoa faculty the regents have accepted 18 semester contact hours (6 three-credit-hour courses) per academic year as the standard teaching workload for the faculty.

Scholarly Components of Faculty Workload: Teaching, Research, and Application
Scholarship in the College consists of teaching, research, and application. The time devoted to each component of scholarship may vary not only across faculty but also over the lifetime of individual faculty. Thus, a faculty member at one stage of her/his career may devote more time and energy to one particular component of scholarship but later on choose to focus on other components. While different faculty may be involved in different components of scholarship at different phases of their career, there is nonetheless a high level of overall scholarship and fairness within the unit and across the college.

1. Teaching: As teaching is a fundamental element of scholarship, every faculty member of the College is expected to contribute to the undergraduate and/or graduate curricula so that students can be assured of receiving a quality program and graduating in a timely manner. Faculty may have a teaching load less than that mandated by the regents when their activities in other components of scholarship warrant a reduction in teaching workload.

2. Research: The University of Hawai‘i at Mānoa is a Carnegie Doctoral Research Extensive University and, therefore, the scholarship of research is an essential component of every faculty member’s workload. The publication of peer-reviewed works and the writing and obtaining grants/contracts constitute important parts of faculty research.
3. **Application**: The College is committed to the scholarship of application—that is, using the professional expertise of our faculty to address consequential community/global issues.

**Civic Component of Faculty Workload**
Service to one's unit, the College, University and/or profession is an important and time-consuming endeavor of faculty and shall be counted toward the faculty workload.

**Criteria for Reductions and Variations in Teaching Workload**
Given that its faculty generally undertake diverse scholarly and civic responsibilities the College grants a classroom-teaching workload less than that mandated by the BOR to those whose overall accomplishments in research, application, and service as well as in other-than-classroom teaching exceed the unit norm.

To have one's teaching load reduced from 3-3 to 3-2 or 2-2 a faculty member must demonstrate *above-the-unit-norm* accomplishments in teaching, research, application, and service. Specifically, they may include among others:

- In **teaching**, additional/other teaching such as supervision of PhD dissertations and the design of a new course;
- In **research**, publications in peer reviewed journals and/or contracts/extramural grants;
- In **application**, unpaid consulting for public service programs;
- In **service**, non-instructional, administrative work for the unit, college, university or the profession/discipline.

The dean's approval is required for all teaching workloads below 2-2.

Faculty members who fail to demonstrate their overall accomplishments above the unit norm in these areas are expected to carry a 3-3 teaching load.

**Responsibilities of Departments/Programs**
While the workload policy must be in accord with the BOR and College policy, the specifics for the unit workload policy are delegated to the departments/programs in the College. In developing and implementing the workload policy the chairs/directors will consult with the faculty, a collegial process based on the information provided in the Workload Form (College Focus II, Appendix II) and guided by the principles laid out in the Assessment of Faculty Activities (College Focus II, Appendix III). The criteria and procedures will be reviewed by the Council and will be subject to final approval by the dean.

Using the Workload Form, the chairs/directors will annually review the workload of each faculty member of the unit to ensure that every faculty member meets the workload criteria of the unit, that equity exists across the faculty, and that scholarship is enhanced.
Prior to the end of each spring semester the departments/programs will submit to the dean the teaching workload assignments of their respective faculty for the forthcoming academic year.
COLLEGE OF SOCIAL SCIENCES
WORKLOAD FORM - APPENDIX II

NAME: ___________________________ DEPT: _______________________

SEM: _______________ YEAR: ___________

TEACHING

1) COURSES
   100 – LEVEL ____________________________
   200 – LEVEL ____________________________
   300 – LEVEL ____________________________
   400 – LEVEL ____________________________
   500 – LEVEL ____________________________
   600 – LEVEL ____________________________
   700 – LEVEL ____________________________

2) ADDITIONAL TEACHING ACTIVITIES
   Number of Undergraduate Honors Theses Supervised
   Number of MA Theses Supervised as the Chair
   Number of MA Thesis Committees Served as a Member
   Number of Ph.D. Dissertation Committees Supervised as the Chair
   Number of Ph.D. Dissertation Committees Served as a Member

3) OTHER TEACHING ACTIVITIES
   Please Specify:
   Course Textbook
   Instructional Software
   Instructional Materials
   Design New Course
   Number of Student Mentoring/Internship
   Number of Student Advising

RESEARCH

1) PUBLICATIONS
   Number of Peer-Reviewed Journal Articles* __________
   Number of Disciplinary Books* __________
   Number of Edited Disciplinary Books* __________
   Number of Chapters in Peer-Reviewed Edited Books
Number of Non-Peer-Reviewed Articles, including chapters in non-peer-reviewed edited books*

Number of Presentations at Scholarly Meetings*

2) CONTRACTS AND GRANTS

<table>
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3) OTHER RESEARCH ACTIVITIES

Please specify:

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APPLICATION

1) COMMUNITY ACTIVITIES

Number of Unpaid Consulting Activities

Number of Studies and/or Surveys for Public or Private Organizations

Number of Technical and Project Reports

Public Service Programs, Publications or Educational Broadcasts

2) OTHER APPLICATION ACTIVITIES

Please specify:

________________________________________

________________________________________

SERVICE

Please briefly describe for each area:

Department/Program

College

University

Professional/Disciplinary Activities

Number of Book Reviews

Number of Papers Refereed for Peer-Reviewed Journals

Service on Editorial Boards (please list)

Journal Editorship (please list)

Other

________________________________________

________________________________________

* Sole or joint authority