From: Tom Armstrong, Andrei Draganescu, Jacob Kogan
To: Department of Mathematics and Statistics
Subject: Faculty Workload Policy and Implementation
Date: March, 2014

The aim of this document is to provide the Department with an open and transparent mechanism for evaluation of full time faculty workload, and computation of the annual merit raise. The document combines ideas we have found in a number of workload policies across the campus. Ideas and input from the faculty are crucial to achieving this aim, and below we spell out some ideas that may prove useful in stimulating discussion and creativity.

Our suggestion is that:

1. The current workload committee appointed by the Chair on November 7, 2012 be disbanded effective immediately.

2. A workload committee be elected by the full time faculty immediately. The charges of the committee are the following:

   (a) To collect faculty input.

   (b) To present faculty with a draft document at least one time in the Spring 2014, and one more time in Fall 2014.

   (c) To complete the document by December 1, 2014, and to present the Workload Policy to the Department in 2014.

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Department of Mathematics and Statistics
Workload Policy
Adopted by Faculty on ??/??/??

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The purpose of this document is to outline the principles and expectations that will be used in determining the workload. The aim is to have a fair, equitable, and transparent workload for all full time faculty members. This policy is in compliance with the 45%, 45%, and 10% research, teaching, service effort distribution provided by the USM II-1.25-POLICY ON FACULTY WORKLOAD AND RESPONSIBILITIES (adopted by BoR August 19, 1994; Amended by BoR July 9, 1999).

1. Teaching 45% effort[1]:

   general

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[1]tenured/tenure track faculty

(a) The standard teaching responsibility for a tenured/tenure track faculty member within the Department of Mathematics and Statistics is five course units per year. Allowance will be given for course size, course level, and overall responsibility.

(b) In keeping with our designation as a research department, the expectation for all tenured faculty members who are fulfilling the department's research expectations is to teach two (2) courses per semester with at least one graduate and one undergraduate course per year.

(c) Untenured tenure track faculty are expected to teach one (1) regular three credit course each semester their first year at UMBC and three (3) three credit courses each subsequent year until they reach tenure. class

(d) Instructional Faculty teach four (4) courses per semester.

(e) A full or partial course reduction may be considered for extraordinary research or service activity. Teaching load for the faculty with administrative duties in the Department (such as, for example, Chair, Undergraduate and Graduate Program Directors[2]) is reduced by one (1) course per semester. In no circumstances will the faculty with administrative duties teach fewer than two courses per year.

buyout A course reduction will be granted by using grant funding to obtain release time at the rate of 12.5% of the faculty member's full time 9–months salary per course. The expectation is that each faculty member will teach at least one course a semester.

2. Research 45% effort:
Since the Department of Mathematics and Statistics is a research active department the expectation is that each tenured/tenure–track faculty member is engaged in scholarship, research fund acquisition, consulting, graduate student support and mentoring.

3. Service 10% effort:
All full time faculty members are expected to participate in departmental service while tenured faculty members are expected to take a leadership role. University level service is

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[2]Undergraduate and Graduate Program Director will be compensated for the part of the summer because their administrative duties substantially extend into summer months.

expected for all tenured faculty members. The expectation is that tenured faculty members will provide service to their professional societies.

A suggested specific scheme for faculty member annual evaluation ("bean counting" a la Bell, Mathew, Rostamian Spring 2014 committee):

1. A list of all activities of value to the department is created (FAR activities may serve as a core).

2. A faculty member assigns a non negative weight to each activity, the vector is normalized in l_1 norm.

3. The vectors generated by all the faculty members are added, and the sum is normalized in l_1 norm, the normalized vector is the "value" vector $\mathbf{v}$.

4. A faculty member lists the number of times s/he performed an activity. For example:

activity	amount
books published	2
new student receptions attended	1
independent studies conducted	0
journal papers published	15
service on departmental committees	3
new grants received	5

and so on. This is the annual "faculty activity" vector $\mathbf{a}$. The dot product $\mathbf{v}^T\mathbf{a}$ gives the faculty contribution merit.

5. For a Department of size d with \$$X$ of merit money available a faculty with "faculty activity" vector $\mathbf{a}_i$ gets

$$\frac{\mathbf{v}^T\mathbf{a}_i}{\mathbf{v}^T\left(\sum_{j=1}^{d}\mathbf{a}_j\right)} \times \$X$$

merit raise.

The "value" vector $\mathbf{v}$ will be updated annually and shall become a part of the workload policy.