

College of Information Studies (INFO)
University of Maryland (UMD)
Policy on Full-time Tenure-Track and Tenured Faculty Workload and Responsibilities
Academic Year 2023-2025

(Approved and adopted by INFO APT Committee on May 5, 2023,

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Using the [University of Maryland's Policy on Full-time Faculty Workload and Responsibilities \(II.1.25\(A\)\)](#) as a reference, this policy aims to provide fair and equitable workload expectations for full-time tenure-track and tenured faculty¹ at College of Information Studies (INFO). The fulfillment of this policy will promote the mission of INFO and the University of Maryland (UMD).

A. Teaching and mentoring workload:

1. University policy states that teaching and mentoring constitute approximately 50% of the workload for full-time tenured and tenure-track faculty.² To honor commitments to current faculty, to retain them, and to recruit new faculty, we set our basic teaching workload at three courses per year for Assistant Professors and four courses per year for Associate and Full Professors, assuming an active research program and adequate service. For faculty with joint appointments, INFO will honor the provisions of any Memorandum of Understanding (MOU) that has been jointly agreed to by the units involved.

Throughout this policy document, one course is defined as a 3-credit course (10% of workload), making the INFO teaching load 30% for Assistant Professors and 40% for Associate and Full Professors. Anything with fewer or more credits will be counted proportionally (e.g., 1 credit reading seminar). A faculty member co-teaching an undergraduate or graduate course will count the course credits proportionally to the number of faculty that are co-teaching (e.g., a 3-credit course taught by two faculty will result in each faculty counting the course as 1.5 credits). Co-teaching a course will require approval of the Dean or their designee.

2. INFO requires tenured and tenure-track faculty members to teach at least two instruction-based (e.g., not thesis research, pre-dissertation research, dissertation research, teaching experience, or independent study) courses per academic year. Exceptions to the minimum instructional load requirement must be approved by the Dean.
3. University policy requires tenured and tenure-track faculty members to teach at least one instruction-based course per academic year. Exceptions to the minimum instructional load requirement must be approved by the Provost or designee.
4. The advising of graduate or undergraduate students constitutes part of a faculty member's mentoring workload. Faculty will, during the academic year, work with student(s) on their (undergraduate or graduate) independent studies, master's thesis, or PhD integrative paper, dissertation prospectus, or dissertation.
5. Exceptions to the teaching load described in (1) are specified below:
 - a. INFO will honor any hiring or retention agreements specifying a lower teaching load for current and new faculty hires.

¹ The University defines full-time faculty to include those who hold tenured and tenure-track academic appointments in the university at 100% FTE.

² Creditable faculty course load excludes winter and summer semesters.

- b. Upon successful third-year review, Assistant Professors will receive a one-time one-course release. The one-course release can be used in any semester prior to the year that their tenure case is considered by INFO.
- c. Associate Deans, Program Directors/Co-Directors, and other positions of significant academic leadership (positions created by the Dean) normally have an option to receive course releases for performing their service duties. These course releases will be made in consultation with the Dean or their designee.
- d. To honor University commitments of significant effort, such as serving in a committee to advance the University's mission and operations (e.g., service to a University unit, University strategic initiatives), the Dean may grant course releases for faculty who fulfill such roles commensurate with the effort.
- e. Faculty who receive internal or external fellowships, awards, or grants may receive course releases or buyouts compatible with the external funders' and University's rules. For grants that can support course buyouts, faculty are expected to seek and use such funding for course releases. If such funding is not available, the Dean may grant course releases commensurate with the effort. The buyout rate for INFO is 10% of the academic year salary plus fringe (presently 29.9% per course).

B. Research, scholarship, and creative activity workload:

For conciseness, research, scholarship, and creative activity are referred to as *research* in this document.

As INFO is an interdisciplinary college, faculty research accomplishments and activities are highly diverse. We recognize that the ways faculty members contribute to the realization of INFO aspirations will evolve over the course of their career.

1. Per University policy, research constitutes approximately 40% of the workload for full-time tenured and tenure-track faculty. INFO has adopted the following modifications to University policy:
 - a. For INFO Assistant Professors, 60% of their workload is dedicated to research so as to allow them to advance their research contributions. Fulfilling this annual workload expectation would involve making annual progress toward the achievement of promotion and tenure criteria in order to advance to Associate Professor with tenure, as stipulated in the INFO Criteria for Review, Appointment, Promotion, and Tenure of Tenure-Track and Tenured Faculty (the "Criteria").
 - b. For INFO Associate Professors and Full Professors with tenure, 40% of their workload is dedicated to research. Fulfilling this annual workload expectation for Associate Professors would involve making progress toward the achievement of promotion to advance to Full Professor, as stipulated in INFO's Criteria. Fulfilling this annual workload expectation for Full Professors will be based on the application of INFO Criteria.
2. The Criteria establish general expectations for tenure-track and tenured faculty members, but it is not expected that all criteria will be applicable in each case. Rather, these criteria must be applied holistically, recognizing how individual faculty members excel, recognizing the differences in norms across the broad range of communities in which our faculty members work, and recognizing their unique individual circumstances (e.g., administrative appointments). The Annual/Merit Review Committee and Comprehensive Post-Tenure Review Committees selected through the procedure described in "INFO Plan of Organization" will determine whether the faculty member has met the expectations of research workload.

C. Service workload:

1. This aspect of workload includes service to the College and the University. Service to the profession (e.g., working as an editorial board member of a journal or organizing an academic or professional conference) or to the community (e.g., developing an academic program for a middle school, contributing to policy at the national and/or international level) will also contribute to fulfilling service workload expectations for INFO faculty.
2. Per University policy, service constitutes approximately 10% of the workload for full-time tenured and tenure-track faculty.
 - a. In accordance with its disciplinary norms and precedent, the College will not require service by Assistant Professors to exceed 10% of their workload, thus increasing the time available for research. The College will not require more than 5% of the workload to come from College/University service.
 - b. Because INFO is a non-departmentalized college, a higher service load (20%) is designated for Associate and Full Professors, to allow them to contribute to the mission of the College, University, and their profession/communities. It is expected that College/University and professional/community service will each account for 10% of the service workload.

D. Other Considerations

Workload requirements may be adjusted according to University policies and procedures, including those addressing parental leave, sabbatical leave, leave without pay, family and medical leave, and retirement agreements. For faculty with joint appointments that involve teaching in other academic units, the workload policies of the units involved will be harmonized using a Memorandum of Understanding (MOU) that is specific to each case. For faculty with joint appointments only in research units that do not involve teaching (e.g., UMIACS or ARLIS) a MOU will specify the adjustments to workload location percentages (e.g., a two-course release would correspond to a 20% increase in research and a 20% decrease in teaching) and any policy issues not addressed in the MOU will follow the workload policy of the faculty member's tenure home.

Faculty taking sabbatical leave or leave without pay (LWOP) for one academic year will not teach any courses during the academic year. Taking a sabbatical leave or LWOP for one semester results in a release from half of the annual teaching load. In the case of Assistant Professors with a normal three-course teaching load, a one-semester LWOP would result in a two-course release. Faculty may opt not to participate in any University/College service during the semester(s) that they are on partial LWOP or sabbatical leave. Faculty who take a 100 percent (full) LWOP will not participate in any University/College service.

Faculty taking parental leave will receive a full teaching and service release in the semester parental leave begins or in the following semester, at their discretion. For the semester after a faculty member returns from parental leave, those with a four-course teaching load will teach two courses and all other faculty members will teach at least one course.

Faculty who have filled exigent service roles (e.g., as Associate Provost or Directors of university-level programs) may have had to pause their research programs. Upon conclusion of such service, said faculty should be given a reasonable amount of time to restart their research activities by rebalancing their research workload expectations, in consultation with the Dean.

E. Implementation, Oversight, and Compliance

1. As specified in the [Provost's Guidelines: University of Maryland Chair Roles, Responsibilities, and Authorities](#), the INFO Dean has ultimate authority over instructional workload and teaching assignments. The Dean will evaluate faculty workload fulfillment annually based on materials submitted for and reports and review letters produced by the Annual/Merit Review Committee and the Comprehensive Post-Tenure Review Committee. Faculty who would like to adjust their workload responsibilities may, after consultation with and approval by the Dean, rebalance their workload by taking on additional or less research, teaching, or service responsibilities.
2. In the event that the Dean determines that a faculty member is not satisfying workload expectations, the Dean, upon reasonable notice to the faculty member, may rebalance the faculty member's workload. For example, if a faculty member has not engaged in the requisite amount of service, the Dean may assign them an additional course or service.
3. If a faculty member objects to their workload assignments (e.g., to a rebalancing of their workload), they may bring this objection to the attention of the Associate Provost of Faculty Affairs. Within a month of the objection being raised, the faculty member concerned, the Associate Provost of Faculty Affairs, and the Dean will meet to resolve the issue.
4. The Dean shall prepare an annual summary report of assigned faculty member workloads for full-time INFO faculty. The report will be made available to all full-time INFO faculty.