

Common Policy for Faculty Workload in the School of Engineering

A. Preamble

The purpose of these guidelines is to provide a uniform workload framework for the School of Engineering to serve as a reference for full time faculty members across Engineering's disciplines. This framework considers current and future environments characterized by increased student enrollment and expected faculty growth.

The School of Engineering Faculty is essential to enable the School's core mission that includes education at undergraduate & graduate levels, scholarly research and service to the institution, to the profession and to the community. As such, the primary obligations of all faculty members are to:

- Teaching
- Scholarship
- Service

Further description of these tasks is given in Rutgers Policy Section 60.5.14. Appendix IV of this document provides examples of additional SoE-specific responsibilities.

B. Faculty Workload

Each full-time faculty member shall engage in a full-time workload of teaching, scholarship, and service. The combined workload distributed among these three categories shall be the workload *equivalent* of teaching 24 credits a year. Additional aspects of the teaching, scholarship, and service workload components are detailed in Appendices I – III.

C. Policy Implementation

Department Chairs shall be responsible for achieving a fair distribution of workload within each department that reflects the uniform and common workload of the SOE. Each department should develop its implementation process in accordance with the above guidelines and in consultation with the Dean of Engineering.

D. Workload Assessment

Department Chairs following guidelines available to Faculty will assess faculty workload. If further resolution of workload assignment is required, a decision will be made at a departmental faculty meeting

Appendices

Appendix I: Teaching

The teaching workload segment is comprised principally of classroom teaching and related activities, but may also include other activities as noted for undergraduate and graduate instruction:

Undergraduate instruction

- Development of courses.
- Directing and mentoring senior design project teams.
- Mentoring students for special problems, undergraduate research or individual design projects.
- Development of new or modernizing existing instructional laboratories.
- Writing proposals for external funding of new instructional laboratories or improvements of existing ones.

Graduate instruction

- Development of courses.
- Mentoring M.Sc. and Ph.D. students on a weekly basis in their research and training.
- Mentoring technical training of post-doctoral fellows.
- Preparation and grading of qualifying examinations.
- Service on thesis committees.

Teaching workload assignment is the responsibility of the Department Chair. The assessment process will inform the teaching workload assignment for each faculty member. Such an assessment, as per the departmental guidelines, will consider level of research and service in determining an appropriate teaching workload. Substantial department service functions such as Undergraduate Officer, Graduate Program Director, and Department Chair will be considered in workload assignments. Course character such as size (courses with higher than or lower than standard enrollment) and nature (laboratory/lecture) will be factored into teaching assignments.

Appendix II: Scholarship

Each faculty member is expected to maintain an active research program by supporting graduate students and post-doctoral associates leading to significant scholarly impact activities and publications. An active researcher should be engaged in the following areas:

- Supervision of theses and dissertations.
- Publishing in recognized peer-review journal, technical reports, monographs, books and filing of disclosures/patents.
- Delivering technical presentations, invited talks, plenary lectures, or keynote lectures.
- Actively pursuing funding for scholarly research.

Appendix III: Service

The primary faculty responsibilities in this area are to the Department, to the School of Engineering, and to the University.

Additionally all faculty will participate in the activities of the engineering profession and its societies, and to make contributions to the society at large. Examples of extramural service

are:

- Editorship of scholarly journals.
- Organization of conferences, symposia, technical meetings and workshops.
- Review of technical papers and proposals.
- Service on panels for government and professional societies.
- Publication of journals and newsletters, and technical editing.
- Participation in community activities, such as adult education programs and pre-college educational enhancement activities.
- Providing technical advice and counsel to federal, state and local government agencies.

Service may also include other activities not listed, which are beneficial to the Department, to the School of Engineering and to the University. Faculty members will be granted substantial flexibility in terms of the particular service activities pursued. Consulting arrangements and entrepreneurial activities for which remuneration is received, while not discouraged, do not qualify as fulfilling workload obligations to the University.

Appendix IV: Additional Responsibilities

Additional responsibilities of the faculty in the School of Engineering may include:

- Modernizing instructional laboratories to acquaint students with new technological advances.
- Updating research laboratories to follow new trends at the frontiers of knowledge and rapid developments in new technologies.
- Coordinating research activities conducted at other universities, or at industrial, federal and state laboratories.
- Engaging in knowledge/technology transfer and assisting in technology development and implementation with government agencies and industrial partners.