

**University of North Texas Health Science  
Center School of Public Health**

**Faculty Workload Guidelines**

Each faculty member in the School of Public Health is assigned workload at the School level. Faculty workload will be consistent with the guidelines described in this document and will be specified annually in the Department Chair's Expectations Memorandum. This Memorandum will be provided to each faculty member in July of each year. The Memorandum will identify the faculty member's workload for the subsequent fiscal year. These workload expectations are the basis for annual faculty performance evaluation.

**Expectations for Tenure Track and Tenured Faculty**

**A. Teaching and Mentoring**

Tenure track and tenured faculty member in the School will teach three courses per fiscal year. With the approval of the Department Chair, faculty members may reduce their teaching load from the required three courses per year by increasing the percentage of their salary that they support from external sources. Faculty members who support 50% of their salary for an entire fiscal year can request to teach two courses in that same fiscal year. Faculty members who support 70% of their salary for an entire fiscal year can request to teach one course in that same fiscal year. Tenure track and tenured faculty members who exceed 70% salary coverage will teach at least one course per fiscal year.

In addition, tenure track and tenured faculty members are expected to advise and mentor students and faculty as appropriate to their rank. Tenured Full and Associate Professors are expected to advise and mentor students, post-doctoral fellows, and Assistant Professors in the tenure track. Tenure track Assistant Professors are expected to advise and mentor students and post-doctoral fellows.

**B. Research**

Tenure track and tenured faculty members will publish at least four papers that appear in print in the peer-reviewed literature each year. The papers must be able to be retrieved through the Web of Science, Scopus, or PubMed. If a paper is published in a journal with an impact factor of less than 1.0 or no impact factor at all, the faculty member will have to justify the publication outlet in their annual performance evaluation. Scholarly books and book chapters written to advance the field of public health can be substituted for up to three peer reviewed papers. Preparation of textbooks and chapters in textbooks that are designed primarily for use in university courses, is considered service activity – not research.

In addition, tenure track and tenured faculty members will support their program of research with funding external to the School of Public Health. Each tenure track and tenured faculty member will support at least 30% of their annual salary through external sources. A faculty member's level of external funding will be determined by the sum of awards made to her or him as principal investigator, co-principal investigator, co-investigator, or contractor. Assistant Professors in the tenure track must meet this salary support requirement by the end of their third year on the faculty. Tenured faculty members who do not cover 30% of their salary in a fiscal year may experience a reduction in salary as well as an unsatisfactory annual performance evaluation.

**C. Service**

Tenure track and tenured faculty members will be active service providers. The nature of the involvement in service will vary among faculty members. Service to the Department, School, and University and community will be expected each fiscal year. Other valued forms of service

include professional involvement with local, state, national, or international partners, activity within professional organizations, serving as a reviewer for peer-reviewed journals and on grant review panels, and preparation of textbooks or textbook chapters.

### **Expectations for Non Tenure-track Faculty**

Non-tenure track faculty members will have specialized roles in the School. Their responsibilities may include: teaching, mentoring, advising, research, community service, academic program management, Department, School, or University service, or other duties. The Department Chair will assign duties to non-tenure track faculty members. Regardless of the combination of responsibilities, the annual workload of the non-tenure track faculty member will be roughly equivalent to effort required for teaching eight courses in a fiscal year.

### **Faculty Primarily in Administrative Roles**

Deans and Department Chairs with tenure will teach courses, maintain a program of research, publish papers in the peer-reviewed literature, and provide service.