

Workload Policy for Faculty in the Department of Physics at NDSU

Typical effort distributions for different faculty ranks:

- Assistant Professor; tenure-track: 45% teaching, 45% research, 10% service
- Associate Professor; tenured: 40% teaching, 40-45% research, 15-20% service
- Full Professor; tenured: 40% teaching, 40% research, 20% service
- Assistant/Associate/Full Professor of Practice: 80% teaching, 0% research, 20% service

Comments:

1. Assistant/Associate/Full Professor of Practice may carry a minor (5-10%) research effort.
2. Research-inactive tenured faculty will be reassigned to 80% teaching, 0% research, 20% service.

Research inactivity is viewed primarily as the absence of an *active research program that results in a continuous output of refereed publications*. Refereed publications are not merely counted; they should also be significant as measured by authorship role, journal reputation and impact relative to other journals in the field. A continuous output implies typically at least two significant publications over a time range of two years for faculty with a research assignment of at least 40%. Additional indicators that characterize the state of research inactivity are the absence of ongoing efforts to obtain extramural funding to support research activities, the absence of mentoring undergraduate and/or graduate students in research projects, and the absence of research presentations at professional meetings such as symposia, conferences, and colloquia. An assessment of the level of research activity enters the annual evaluation of each faculty member who has a research assignment.

The teaching workload includes:

- *Classroom teaching*: Teaching of general physics courses on the undergraduate and graduate level, including the regular instruction of large-enrollment General Education courses. Typical load is 6-7 credits (2 courses) per academic year for research-active faculty and 12-14 credits (4 courses) per academic year for faculty without a major research assignment. Classroom teaching may include the supervision of recitation or lab sessions.
- *Research teaching*: Mentor individual undergraduate students, graduate students, and research associates. Instruct students in research methods and enable them to develop ideas, plan and carry out research, perform critical analysis of the results, use information resources, and make oral and written presentations. The research teaching category applies to research-active faculty.

The research workload includes:

- Maintain an active research program that results in refereed publications. Through grantsmanship, make ongoing efforts to obtain extramural funding to support research activities and the graduate program. Present research results at professional meetings such as symposia, conferences, and colloquia.

The service workload includes:

- ***Service to University:*** Responsibilities may include serving on department/college/university standing committees. Participate in the day-to-day activities typical of a Ph.D.-granting department of physics at a research university (faculty meetings, graduate student advisory and examination committees, assessment of student learning in courses, hosting visiting speakers, faculty searches, various *ad hoc* committees, undergraduate and graduate student recruiting, outreach activities, student advising, etc.). Contribute to a positive work environment through cooperation and collaboration by developing and maintaining good working relationships with faculty, staff, employees, and students.
- ***Service to discipline:*** This may include work in professional society committees and service as editor or referee for journals or review panels, especially for granting agencies.

Policy approved by faculty vote on: Nov 18, 2016