

**UNM DEPARTMENT OF ANTHROPOLOGY
PROCEDURES FOR ANNUAL SALARY REVIEW
and
ANNUAL REVIEW OF WORKLOAD EXPECTATIONS**

***DRAFT date May 17, 2020
Revisions January 25, 2021; January 26, 2022; March 23, 2022; January 25, 2023***

OVERVIEW

Policies and procedures listed in this document are based on the UNM Faculty Handbook section B4.9, the UA-UNM Collective Bargaining Agreement Article 13, and the Anthropology Faculty Workload Policy. The procedures will be used for both annual salary review and annual review of workload expectations.

While this document applies to all faculty, additional reviews of probationary faculty and milestone faculty reviews will be handled in accord with policies and procedures specified in the *Annual Reviews for Probationary Faculty Policy and Procedures*, the *Mid Probationary Reviews Policy and Procedures*, and the *Promotion and Tenure Policy and Procedures (Promotion from Assistant to Associate Professor)*, all available on the departmental website at <https://anthropology.unm.edu/resources/index.html>.

REVIEW COMMITTEE

The Salary and Workload Review Committee (hereafter the Review Committee) will evaluate the Scholarly Work, Teaching, and Service of each faculty member. The Review Committee comprises the associate chair and six tenured faculty members appointed by the chair, two from each subfield. Review Committee members will serve for no more than two consecutive years, and may not be reappointed to the committee for at least one year after leaving the committee.

The associate chair is responsible for administrative oversight of the salary review process, working with other Review Committee members to ensure fair evaluations and aggregating data. Faculty members with questions about the process should address them to the associate chair.

PERIOD OF REVIEW

Calendar Year (January-December)

DUE DATES

Annual Salary Review

Notice that Salary Review Packets are due	by last Friday in Jan
Salary Review Packets Due	Second Monday in Feb
Review Committee workload scores to associate chair	Last Friday in Feb
Associate chair's report to chair	First Friday in March

Annual Faculty Review

Chair's written report and meeting with faculty member	Last Friday in April
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Faculty rebuttal (if applicable)
Chair's report to dean

First Friday in May
Monday after First Friday in May

REVIEW PACKET

Please submit to the department administrator.:

1. **Current full CV**, in UNM format, see [Standard Faculty Vitae](#).
2. **Abbreviated CV**, covering the calendar year of review only. May include books; book, article and chapter manuscripts; museum exhibits; films; invited presentations; peer-reviewed abstracts; grants; fellowships; other projects that you worked on during the calendar year, e.g., effort-intensive research activities such as heading a lab or managing a grant.
3. **Annual Review of Workload Expectations Form** covering workload for previous and coming calendar years. The form is appended to this document on page 5.
4. **Annual teaching effort**. Must include [Summary of Student Evaluations form](#), and Department of Anthropology Teaching Record form (summary tables for graduate seminar evaluations and independent study classes).
5. **Peer-review report from at least one course**. Only required once every two years. Same instructions/format as in the Classroom Observations section of the department's *Promotion and Tenure Review Handbook*. The reviews must be conducted during the calendar year under review.

PROCEDURES FOR REVIEW COMMITTEE FOR ANNUAL SALARY REVIEW

1. The Department Administrator will make the Review Packets available to the Review Committee via One Drive.
2. Review Committee members will score all faculty files except: their own; spouses, partners, and family members; the Chair; and the Associate Chair. The Associate Chair will be evaluated by the Chair, while the Chair will be evaluated by the Dean.
3. All faculty will be scored in each of three workload categories (research, teaching and service) by the Review Committee.
 - a. Teaching: 40 points maximum per year, 6 points per course taught; up to 16 points, per the Workload Policy, for advising and mentoring students outside of the classroom by serving on PhD and masters committees, supervising graduate and undergraduate research, serving on honors committees, teaching independent studies, etc.
 - b. Research: 40 points maximum per year. Per the Workload Policy, assigned in accord with subfield and discipline specific activities including:
 - i. A record of peer-reviewed scholarship judged to be significant by departmental peers and by recognized experts in the field external to UNM.
 - ii. Regular national/international presentations.

- iii. A record of applying for and receiving funding appropriate for the candidate's research program.
 - iv. Evidence of a growing national reputation, e.g., citations, awards, invited talks.
 - c. Service. 20 points maximum per year. Per the Workload Procedure, points are assigned, taking into account faculty rank, for activities including:
 - i. Service on department, college committees
 - ii. Manuscript or grant review
 - iii. Involvement in professional or community organizations beyond membership
 - iv. Leadership in one or more departmental, college, professional and/or community organizations
 - d. Per college guidelines, scores are not adjusted for course releases, sabbaticals, or administrative appointments.
- 4. Once scoring is completed, for each category, for each faculty member, the Associate Chair will drop the lowest and highest of the seven scores and calculated a mean. The Associate Chair will provide the raw scores and means to the Department Chair.
- 5. Using the faculty load scores assigned by the Review Committee, and following careful review of faculty materials, the chair will assign the following overall rating to each faculty member:
 - Outstanding: total workload score in top two quartiles, and two of three areas in top quartile
 - Excellent: total workload score in top two quartiles
 - Effective: workload score in each area at or above typical faculty load and total workload score in 1st or 2nd quartile
 - Needs Improvement: total workload score in either semester below 46 units that is not the result of course releases, sabbaticals, approved leaves, or administrative appointments.
- 6. The Department Chair will write a report (normally 50 to 100 words, more for those with ratings of "Outstanding" or "Needs Improvement"). All faculty will be eligible for cost of living allowance if it is available. Faculty with ratings of "Outstanding" will be recommended for merit-based salary increase. If merit increase is not available, the next year that it becomes available, any faculty member rated as "Outstanding" at any time since merit was last available will be eligible for merit increase. In the case of "Needs Improvement," the report will identify areas of deficiency and suggest remedies, and the chair and the dean shall monitor improvements.
- 7. The chair will meet with the faculty member to review both the Annual Salary Review and the Annual Review of Workload Expectations.
- 8. A faculty member who disagrees with the Annual Salary Review may add a comment or rebuttal. The review and any such statement shall be placed in the faculty member's personnel file. The faculty member, in addition, may appeal the chair's evaluation to the dean.

9. The chair will send both reviews to the faculty member for signature. The chair will then sign both forms with copies to the faculty member and the department administrator.
10. The department chair will submit the report and the full text of any comments or rebuttal to the Dean.

REVIEW COMMITTEE SCORING AND CHAIR RATING

The scoring criteria for Annual Salary Review listed above will be consistent with the following principles:

- The chair will use the ratings “Outstanding” or “Needs Improvement” sparingly based on exceptionally low or high workload scores.
- Scholarly work is assessed on the principle of external, discipline-specific peer-review, but annual reviews will consider other research products for which faculty provide evidence of substantial progress.
- Evaluation will take into consideration that the Departmental *Promotion and Tenure Review Handbook* criteria span multiple years, and that performance with respect to scholarly work will vary from year to year.
- Evaluation will be based on expectations for a given rank. For example, junior faculty are not expected to undertake large service loads, so low service effort should not earn a “Needs Improvement.”
- Faculty on leave or with any kind of teaching release or administrative position will not be penalized for their reduction in teaching or service effort. However, their scores must still reflect their actual workload. The rating given to a faculty member on the annual salary review will take into account the effects on workload of these non-standard activities.
- Performance will not be evaluated for faculty on medical and maternity leave during the full calendar year.

See below:

- Annual Review of Workload Expectations Form
Anthropology Faculty Workload Policy

**Department of Anthropology
Annual Review of Workload Expectations Form
for Previous and Coming Calendar Years**

Name:

Rank:

In Rank Since:

Per the Collective Bargaining Agreement, the department chair will “annually review and approve the individual academic workload expectations of each bargaining unit member in each of the workload categories, in alignment with the academic workload policy of that department.” The department workload policy is appended to this document. The CBA recognizes that “workload expectations can be adjusted during the year in response to emergent needs and opportunities, and such adjustments should be documented.”

Per this requirement, please list your 1) teaching, scholarly work, and service workload accomplishments for the previous calendar year, and 2) workload expectations for the coming calendar year.

Workload Accomplishments for previous calendar year

Below, please explain any deviations between your expectations and accomplishments.

Scholarship:

Teaching

Service

Workload Expectations for coming calendar year

Scholarship:

Teaching:

Service:

We, the undersigned, agree upon the workload expectations established above for the coming Calendar Year, and that this work will be reviewed before May 1 of the next calendar year.

Signature of Department Chair

Date

Signature of Faculty Member

Date

Anthropology Faculty Workload Policy

Date 2/23/2022

Section A. Tenure stream faculty members with full-time appointments in Anthropology

This section applies to tenured and tenure-track faculty members with a 1.0 FTE appointment in the Anthropology Department.

1. Teaching

Teaching comprises 40 percent of the workload of faculty members.

1.1 Normal teaching expectation. Faculty members shall be assigned a teaching load of two courses each semester. Additionally, faculty members will advise and mentor students outside of the classroom by serving on PhD and masters committees, supervising graduate and undergraduate research, serving on honors committees, teaching independent studies, etc.

1.2 Approved reasons for course releases. A reduction of one course per year is granted for the following departmental service assignments:

- Associate chair
- Director of the undergraduate committee
- Director of the graduate committee

Additional reasons for course reductions must be approved by the chair and include:

- Service assignments beyond the norm defined in the workload policy (see section A.3)
- Funded course buyouts, internal (UNM) or external (extramural)
- Load reduction in compensation for a teaching overload (section A.1.4) in an alternate semester

Other reasons for course releases:

- Sabbatical for tenured faculty. All tenured faculty members are released from classroom teaching and departmental service during sabbatical leave. While on sabbatical, they will continue to advise and mentor their students.
- Untenured assistant professors. Untenured assistant professors receive a one-course release in their first year. During their probationary period, they also receive a one-semester release from classroom teaching (but not from other teaching and service obligations) to further their research.

- Permanent reductions of one or more courses may be specified by the provost in the hiring contract. Other reductions may be provided by the dean or provost for temporary special administrative assignments.

1.3 Mitigating factors. It is recognized that in rare cases, a teaching load of two courses per semester may be planned for a faculty member, but that this load may in fact not materialize because of a shortfall in student enrollment. In such cases, the faculty member will teach an additional course, either as a 2H course the same term, a course during the next summer term, or a third course in a subsequent semester. The chair will assign the course in consultation with the faculty member and the convener of the relevant subfield. This should be the only circumstance in which the teaching load of a full-time faculty member will be less than two courses per semester, except with the advance approval of the dean's office. The department must explain load reductions of this kind and present plans to minimize their repetition.

1.4 Teaching overload. A teaching load of more than two courses per semester constitutes a teaching overload. Overloads may be assigned to specific faculty by the chair to compensate for shortages due to faculty leaves, unexpected faculty resignations or retirements, or grant-funded buyouts. Faculty who teach overload courses will be compensated either financially, per college policies, or with a course release the following semester.

Overload compensation will be paid from unit funds and will not be provided by the College directly or through the TPT allocations, unless approved by the Dean. If the unit cannot offer pecuniary compensation, the faculty member may be compensated in-kind by adjusting workload as specified in the treatment of mitigating factors.

2. Research

Research comprises 40 percent of the workload of faculty members.

The term research is understood to mean systematic, original investigation directed toward the generation, development, and validation of new knowledge or the solution of contemporary problems.

The faculty member's research should contribute to the discipline and serve as an indication of professional competence. The criteria for judging research must reflect the generally accepted standards prevailing in the anthropology discipline. To qualify as research, the results of the endeavor must be disseminated and subject to critical peer evaluation in a manner appropriate to the anthropology discipline.

Evidence of research workload is exemplified by:

- A record of peer-reviewed scholarship judged to be significant by departmental peers and by recognized experts in the field external to UNM.
- Regular national/international presentations.

- A record of applying for and receiving funding appropriate for the candidate's research program.
- Evidence of a growing national reputation, e.g., citations, awards, invited talks.

3. Service

Service comprises 20 percent of the workload of faculty members.

There are two broad categories of faculty service: professional and public.

1. Professional service consists of those activities performed within the academic community that are directly related to the faculty member's discipline or profession. Within the university, it includes a) service necessary for the regular operation of departments and colleges and the university as a whole, including, for example, facilitating the day-to-day operations of academic life, and b) mentoring students and colleagues.
2. Public service consists of activities that arise from a faculty member's role in the university. These activities normally involve the sharing and application of faculty expertise to issues and needs of the civic community in which the university is located, or in communities where research is conducted. Service to the university, to the faculty member's profession and to the local, national, and international communities beyond the university is reviewed in this category. Evidence of performance in this area includes committee work at the university, college and department levels, and participation in professional organizations of the discipline and in the community in the faculty member's professional capacity.

For assistant professors, service workload shall include:

- Service on at least 1 committee at department or college level
- Manuscript or grant review

For associate professors, service workload shall consist of:

- Service on at least 2 committees at department or college level
- Involvement in professional or community organizations beyond membership
- Manuscript or grant review

For full professors, service workload shall consist of:

- Continuing service in all areas previously mentioned
- Leadership in one or more departmental, college, professional and/or community organizations

4. Annual Review of Workload Expectations

Each year, in the spring semester, before May 1, the department chair will undertake a review of each bargaining unit member's workload expectations in accordance with the parameters set out in this policy.

An accounting of total workload will sum to 100 percent, 40 percent for teaching, 40 percent for research, and 20 percent for service. Each bargaining unit member will, by agreement with the chair and in accordance with this policy, allocate their workload, based on rank norms and applicable modifying factors, to sum to 100 percent.

The department recognizes faculty members' workload allocation may vary from year to year. It is during the **Annual Review of Workload Expectations** that each faculty member can express a desire to alter the distribution of workload across these three categories for the coming calendar year. In such cases, the chair must agree to the reallocation of workload effort, and the 100 percent workload will be adjusted accordingly. As examples, teaching may be reduced for one or two semesters with a corresponding increase in scholarly workload, however this cannot persist beyond two consecutive semesters. Similarly, a faculty member may wish to substitute more teaching for less scholarship; in this case, any teaching above the norm established in section A.1.2 of this workload policy will not be considered a teaching overload.

In the spirit of transparency and accountability, the workload expectations accounting for each bargaining unit member will be made available to any bargaining unit member in the department each year upon request.

5. Special Administrative Components (SAC)

The Special Administrative Component (SAC) policy of the College of Arts and Sciences is incorporated into this workload policy. All SACs paid to faculty by the unit will be consistent with the College SAC policy for Category B appointments. Category B SACs are paid out of unit funds and will not be provided by the College. If the unit cannot offer pecuniary compensation, the faculty member may be compensated in-kind by adjusting workload as specified in the treatment of mitigating factors.

6. Modifications

Any modification to this workload policy must be approved by a majority of the tenured and tenure-track faculty in the department and by the dean and provost.

7. New faculty

This workload policy will be provided to prospective new faculty members along with their letter of offer.

Section B. Tenure-stream faculty with partial appointments in the Anthropology Department

Unless otherwise specified contractually at the time of hire, in all three areas, teaching, research and service, the workload of a faculty member with a partial appointment will be proportional to the fractional appointment in the department.

Section C. Non-tenure-track research faculty in the Anthropology Department

Teaching, research and service workload expectations for non-tenure-track research assistant professors, research associate professors, and research professors are negotiated on an individual basis and specified in the letter of offer at the time of appointment.

Anthropology Faculty Workload Policy

Date 2/23/2022

Section A. Tenure stream faculty members with full-time appointments in Anthropology

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