

Department of Nutrition

Policy Document

Title: Faculty Teaching, Research, and Service Norms

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Chair Signature: 



Faculty Teaching, Research, and Service Norms

Policy Statement

This policy provides guidance for the department's faculty workload expectations. The Department of Nutrition faculty workload is composed of three main responsibilities: teaching, research and service. Excellence, collegiality and responsiveness to departmental needs is expected of all faculty in each of these areas so that the longstanding high stature of our department is ensured. Each of these areas of responsibility has faculty norms described in the table below; the norms are generally consistent with criteria for promotion and tenure. The overall goal of this policy is to distribute the work of the department fairly and equitably across faculty, while best utilizing the talents of the faculty within the department, consistent with performance norms.

All Faculty:

The faculty norms below are to be used as guides. They can be used with appropriate tradeoffs, with each individual faculty member in discussions with the Associate Chair for Academics and the Chair to address extenuating individual circumstances and to ensure that the departmental needs are met.

Teaching

All tenure track and tenured faculty are expected to teach 1 course (3 credit hours, generally the equivalent of about 25% FTE) each year while research track faculty are encouraged to teach 1 credit hour each year. Research track faculty who teach more than the 1 credit hour per year will have their funding allocation decided upon through discussions with the PI of the grants that fund the position and the Associate Chair for Academics. Teaching faculty are expected to contribute full effort to the teaching mission.

All tenure track and tenured faculty are expected to advise at least 3 students in the masters' and bachelors programs (combined), and to support a small number of doctoral students

Activities that contribute substantially to the teaching mission other than teaching in a course are recognized, including serving as a program chair or MPH concentration lead, significant contribution to curriculum change at the department or school level, or substantial contribution to documentation for accreditation or similar program review processes.

For tenured or tenure-track faculty, additional courses or other teaching-related activities may be assigned as a tradeoff for obtaining substantially less research funding than the stated department norms. This is to ensure fair distribution of overall department workload and appropriate allocation of department funds. Teaching assignments in all cases are made relative to the need in the department, emphasizing first the core courses required by our students. When additional teaching-related activities are to be assigned, such assignments will be made in a timely manner so that the faculty member can plan accordingly.

Research

For Tenure Track Faculty

Faculty members are expected to be actively involved in research resulting in funding, publications in high impact journals, and presentations at important conferences. For tenured or tenure-track faculty, sponsored research funding is expected to support at least 75% of salary for full Professors, 50% - 75%+ for Associate Professors and 25% - 50%+ for Assistant Professors. These percentages are relative to the NIH cap.

For Tenure Track Faculty whose salary is above the NIH cap, the following applies:

Regardless of the level of NIH or comparable funding, the department generally covers the difference between the NIH cap and the faculty base salary (aka cost share). However, when faculty salaries are substantially above the NIH cap, and other sources are accessible to the faculty member to cover salary, it is expected that those sources would be used to offset the additional cost to the department. This will be negotiated on a case by case basis.

For Research Track Faculty

Research faculty are expected to be funded by sponsored research projects such that their salaries are 100% covered after combining the research funding with teaching support as described above.

When submitting proposals, faculty must adhere to the following guidance:

1. Guidance on percent effort on R01 and equivalents:
 - a. For R01 or R01 equivalents, the department expects 25% or more of a PI's salary to be funded by the grant. This is regardless of the administrative unit for the grant.
 - b. Submitting a grant with less than 20% PI coverage requires department Chair approval. Example of exceptions: Multi PI grant submissions.

2. Guidance on fringe and F&A on all proposals:
 - a. Funding for salaries (both faculty and staff) must include UNC standard fringe rates appropriate for current UNC requirements. Any variance requires department manager approval.
 - b. Funding for projects must include UNC standard F&A rates appropriate for current UNC requirements. Any variance requires department manager approval.

Teaching faculty who wish to participate in funded research are encouraged to seek such opportunities as long as department teaching responsibilities are met. Their funding allocation will be determined through discussions with the Associate Chair for Academics and the Chair.

Service

All faculty members are expected to share in the administrative functions of the Department, School and University. Service may include serving on committees, or other forms of department or University service. In addition, service should include membership in national or international professional associations of their disciplines. Substantial service (president of a service organization, etc.) may qualify for additional effort allocation which will be at the discretion of the Chair.

Audience

All faculty members.

Purpose

This policy provides information and guidance for faculty members regarding teaching, research and service. The information includes obligations as well as the balance between each of the three aspects. The goal is to provide equity and fair distribution of effort and funding in the department.

Roles and Responsibilities

Chair

- Work with the Associate Chair for Academics to determine the best fit for faculty teaching.
- Ensure appropriate amount of teaching for individual faculty members relative to this policy

- Negotiate departmental funding allocations as needed for research track faculty teaching more than 1 credit hour per year.
- Ensure appropriate assignment to service activities.

Associate Chair for Academics

- Discuss teaching requirements and preferences with faculty and make teaching assignments in consultation with the Chair.

Faculty

- Meet the established departmental norms for research, teaching, and service.

Department Manager

- Review faculty funding sources and track timing to establish each faculty member's teaching requirements.

PERFORMANCE NORMS FOR TENURE-TRACK FACULTY				
	FULL	ASSOCIATE	ASSISTANT	QUALITATIVE
RESEARCH				
Peer reviewed pubs per year	4	3	2	Numbers refer to 1st or senior authored papers in Refereed Journals; impact factors are considered. Additional pubs as co-author are also expected
Salary support from faculty research	75%+	50% - 74%+	25% - 49%+	Evidence that research has stimulated work of other researchers and is able to support appropriate level of salary
Grants and contracts	Consistent awards as PI or Co-PI	Awards as PI or Co-PI	Initiation and evidence of likely success	In the current competitive funding environment, NIH or other federal grants remain the most desirable, however funding from other sources (e.g., industry, foundations) will be considered as long as work leads to peer-reviewed publications that advance a national reputation

TEACHING				Student evaluations reviewed/summarized in Annual Report
Doctoral student's primary advisor	2	2	1	Student awards, publications & presentations encouraged
Courses/year (3 credits)	1	1	1	State salary funding support is normally tied to a minimum of 3 credit hours taught per year
Advising masters' and bachelors' students	3+	3+	3+	Student awards, publications & presentations encouraged
Other student mentoring	3	3	3	Impact on professional careers of graduates, colleagues, junior faculty. Additional mentoring of post-docs encouraged
SERVICE				
Chair of Dept. Committee	1 possible	1 possible	0	Includes degree committees and other Dept. Committees
Member of Department Committee	1-2	1-2	1-2	
School/University Committees	1	1	1	
Professional Organizations	At least 2	1	1	Appointments to national committees/panels/boards
Elected offices or appointments	Desirable	Desirable	Not required	Demonstrates leadership and recognition
Advisory committees, expert panels, review boards, etc.	Desirable	Desirable	Not required	Demonstrates leadership & recognition of contributions
Mentoring	Desirable	Desirable	Not required	Demonstrate mentorship of junior faculty and post-doctoral fellows
PERFORMANCE NORMS FOR RESEARCH TRACK FACULTY				
	FULL	ASSOCIATE	ASSISTANT	QUALITATIVE
RESEARCH				

Peer reviewed pubs per year	4	3	2	Numbers refer to 1st or senior authored papers in Refereed Journals; impact factors are considered. Additional pubs as co-author are also expected
Salary support from faculty research	95%	95%	95%	Evidence that research has stimulated work of other researchers and is able to support salary
Students supported	As needed	As needed	As needed	Student awards, publications & presentations considered
Doctoral student's primary advisor	As needed	As needed	As needed	Student awards, publications & presentations considered
TEACHING				Student evaluations reviewed/summarized in Annual Rpt
Credits/year	Encouraged to teach 1	Encouraged to teach 1	Encouraged to teach 1	Although not mandatory, research track faculty members are strongly encouraged to contribute to the teaching program of the Dept.
Advisees	As needed	As needed	As needed	Impact on professional careers of graduates, colleagues, junior faculty
SERVICE				
Chair of Dept. Committee	As needed	As needed	As needed	Includes degree committees and other Dept. Committees
Member of Department Committee	1	1	1	
School/University Committees	1	1	1	
Professional Organizations	1	1	1	Appointments to national committees/panels/boards
Elected offices or appointments	Desirable	Desirable	Not required	Demonstrates leadership and recognition
Advisory committees, expert panels, review boards, etc.	Desirable	Desirable	Not required	Demonstrates leadership & recognition of contributions

Mentoring	Desirable	Desirable	Not required	Demonstrate mentorship of junior faculty and students
PERFORMANCE NORMS FOR TEACHING TRACK FACULTY				
	FULL	ASSOCIATE	ASSISTANT	QUALITATIVE
TEACHING				Student evaluations reviewed/summarized in Annual Report
Credits/year	3-4 Credit Hour Courses	3-4 Credit Hour Courses	3-4 Credit Hour Courses	Although not mandatory, research track faculty members are strongly encouraged to contribute to the teaching program of the Dept.
Advisees	As needed	As needed	As needed	
SERVICE				
Member of Department Committee	1-2	1-2	1-2	
Professional Organizations	2+	1-2	1	Appointments to national committees/panels/boards expected for Associate and Full
Elected offices or appointments	Desirable	Desirable	Not required	Demonstrates leadership and recognition
Advisory committees, expert panels, review boards, etc.	Desirable	Desirable	Not required	Demonstrates leadership & recognition of contributions
Mentoring	Desirable	Desirable	Not required	Demonstrate mentorship of junior faculty and students
RESEARCH				
Participation in Research	If Desired	If Desired	If Desired	Individual situations can be discussed with the Chair
These norms are to be used as guides for self assessment. They can be used with appropriate tradeoffs, but faculty should have some strength in all components.				

Related Regulations or Policies

List any applicable or related department, school or university policies.

Effective Date: November 2018

Last Reviewed: 10/30/2018