

Coggin College Policy
Flexible Workload Assignments for Tenured and Tenure-Track Faculty
April 23, 2024

In January of 2024 Academic Affairs issued the document “University Guidance on Flexible Assignment for Departments/Schools” (hereafter the University Guidelines). This document provides the general framework through which the university implements flexible workload assignments. Recognizing the wide variety of research/scholarship/creative activities (RSCA), resources, and missions across the university, Academic Affairs charged the dean of each college with developing a college administrative policy that clarifies how the general University Guidelines will be implemented within specific colleges.

This document outlines the Coggin College policy with respect to flexible workloads and the procedures that will be used in implementing this policy. In February of 2024 the dean of the college formed a task force of faculty from across the college to provide advice on this policy. That advice has been duly considered and incorporated where appropriate into this document.

Neither the University Guidelines nor this college policy change faculty compensation in any way.

Definitions

Within the Coggin College tenured and tenure-track faculty are generally assigned to one of four workload options. These workload options are defined as follows.

1. Standard Workload – The standard workload assignment is a 3-3 teaching load. For annual evaluation purposes faculty on the standard workload assignment will have weights of 75% on teaching, 20% on research and 5% on service.
2. Research-Enhanced Workload – Faculty on the Research-Enhanced Workload will generally teach 5 courses per year. The determination in which semester the faculty member will teach 3 courses and in which semester the faculty member will teach 2 courses will be made by the department chair and will be based on the teaching needs of the department. For annual evaluation purposes faculty on the Research-Enhanced Workload will have weights of 63% on teaching, 32% on research and 5% on service.
3. Research-Intensive Workload – Faculty on the Research-Intensive Workload will generally teach a 2-2 load. For annual evaluation purposes faculty on the Research-Intensive Workload will have weights of 50% on teaching, 45% on research and 5% on service.
4. Endowed Professorship Workload – Faculty members that are hired into the university with an endowed professorship will normally have their teaching load and teaching/research/service weightings specified in their employment contracts. Existing faculty members who are awarded a research-based endowed professorship under the [Coggin College Endowed Professorships Policy](#) will normally have a 2-2 teaching load and research weights of 50% on teaching, 45% on research and 5% on service. If a faculty member is awarded a service-based endowed position, the faculty member’s teaching load and teaching/research/service weightings will be outlined in their appointment letter from the dean.

Research Productivity and Outlet Quality Measures

For most business disciplines peer-reviewed journal articles are the primary outlet for research. The eligibility criteria for the various workload options outlined below sets standards for both the

quantity of publications and the quality of the outlets in which those publication appear. Normally, the college will use the ABDC journal quality list to determine the quality of the outlet in which the publication appears. This list classifies more than 2600 business and business-related publications. If a journal appears in this list, that is the ranking the college will use for the outlet. If a journal does not appear on the ABDC list, however, then at the discretion of the dean quality metrics such as the ABS ratings, the Financial Times list, Harzing's Journal Quality List, or other external rankings can be used.

The college recognizes that at times the publication of scholarly books (or chapters), the winning of significant external grants, and other research activities are appropriate outlets. Because those are relatively rare, however, their treatment relative to a peer-reviewed journal publication, both in terms of quality and quantity, will be done on a case-by-case basis.

Expectation to Maintain Scholarly Academic Status

All tenured and tenure-track faculty members are expected to maintain a portfolio of research activities sufficient to continuously meet the "Scholarly Academic" (SA) standard as defined in the [Coggin College Faculty Qualifications Policy](#). Any faculty member that does not meet the SA standard is not eligible for either the Research-Enhanced Workload or Research-Intensive Workload.

Publication Date

The eligibility requirements listed below refer to various levels of faculty publications in the previous five-year window. Because there can be substantial lags between when a paper is accepted for publication and when it actually appears in print, it is necessary to define the academic year in which, for the purposes of this document, a paper is considered "published".

Generally, the rule the college will use is that a paper will be deemed to have been published in the earlier of either a) the academic year in which the faculty member listed it as "accepted for publication" on their Annual Faculty Activity Report (with appropriate supporting documentation), or b) the academic year in which it appeared in print. For the sake of fairness, however, for papers that appeared in print prior to the adoption of this policy the college will simply use the academic year in which it appeared in print, regardless of when it was originally listed as "accepted" on the faculty member's Annual Faculty Activity Report.

Assistant Professors

Per the University Guidelines, all newly hired assistant professors will be assigned to the Research-Intensive Workload option for the first three years of their employment. After completion of the third year, and annually after that, the dean, with input from the chair, will assess the faculty members research productivity. Based on that assessment the dean may continue the faculty member's Research-Intensive Workload or change it to either the Research-Enhanced or Standard Workload.

Assistant professors who are granted tenure and promotion to associate professor will have their future workload assignments determined based on the criteria for tenured faculty outlined in the next section. Assistant professors who are denied tenure, however, will be placed on the Standard Workload Assignment for the remainder of their contract with UNF.

Tenured Faculty Members

Tenured faculty members normally are on the Standard Workload unless they meet the eligibility conditions discussed below. Note that tenured faculty member can always elect to remain on the standard workload (and relative teaching/research/service weightings) if they wish to do so.

Eligibility for the Research-Enhanced Workload

To be eligible to be on the Research-Enhanced Workload, the faculty member must meet the college SA standard and meet one of the following three conditions:

1. In the preceding five academic years have published one paper in an A*-rated journal, or
2. In the preceding five academic years have published two papers in A-rated journals, or
3. In the preceding five academic years have published one paper in an A-rated journal and two papers in B-rated journals.
4. In the preceding five academic years have published four papers in B-rated journals.

Eligibility for the Research-Intensive Workload

To be eligible to be on the Research-intensive Workload the faculty member must meet the college SA standard and meet one of the following two conditions:

1. In the preceding five academic years have published one paper in an A*-rated journal and one paper in an A journal, or
2. In the preceding five academic years have published four papers in A-rated journals.

Co-Authorships

The college recognizes the value in collaboration in research and recognizes that many top-tier research projects involve co-authorship. As a result, the eligibility standards above do not differentiate between sole-authored papers and those that are co-authored, provided that the co-authors are making roughly equal contributions to the paper. For co-authored papers, therefore, the college will require the faculty member to document their substantial contribution to the project. Such documentation may include asking co-authors to provide supporting statements.

Term of Research-Enhanced and Research-Intensive Workload Assignments

Faculty eligibility for the Research-Enhanced or Research-Intensive workload assignment will normally be evaluated during the annual faculty review process. Should a faculty member meet the eligibility criteria and wish to move to a more research-focused assignment, the start date of that workload assignment will normally be the spring semester of the following academic year, although an earlier start date is allowed if the departmental teaching schedule can be adjusted with minimal disruption.

The normal term for a more research-focused assignment is three years. A faculty member can, however, be returned to the Standard Workload in less than three years if the faculty member fails to maintain SA status.

At the end of the three-year Research-Enhanced or Research-Intensive Workload period, the faculty member can be appointed to a new three-year Research-Enhanced or Research-Intensive workload period if they continue to meet the standards listed above.

Finally, should a faculty member on the Research-Enhanced Workload option receive a publication or set of publications that would allow them to meet the eligibility criteria for the Research-Intensive Workload option, they may immediately apply to move to that option. This will re-start the three-year window.