

PL- RESEARCH-002: Research Faculty Workload Policy

Contents: <ul style="list-style-type: none">• Source / Authority• Purpose• Who Should Know This Policy• Policy description• Definitions• Policy Statements	Version Number: 1.0
	Effective Date: January 2017
	Reviewed by EMC on: Dec. 27th, 2016
	Approved by President on: Dec. 27th, 2016

Source / Authority

This policy and accompanying procedures were developed by the Office of the Vice President for Research & Graduate Studies (VPRGS), reviewed as per QU review system and endorsed by the University President.

The Office of the VPRGS is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

Purpose

The purpose of the workload policy is to establish rules and regulations for assigning research faculty load across areas of research, teaching and services. The research faculty workload shall encompass but not be limited to research, teaching, and advising, supervision, service to the University and community, and other related duties performed during the regular academic year.

Who Should Know This Policy

- President
- Vice President
- Legal Office
- Dean
- Director / Departmental Head
- Faculty
- Human Resources
- Accounting/ Finance Personnel
- All Employees



Policy Description

This policy and its procedures define the workload for all research faculty members, reporting to the VPRGS, to assure equitable distribution of responsibilities among them.

Definitions

A Research Faculty (Regular): Full-time individuals who hold full academic ranks (Assistant, Associate, Professor), who have full time positions in the organization structure, and who are appointed by the University to fulfill the following functions and duties:

1. Conducting research
2. Carrying out services and contracts
3. Teaching
4. Graduate student's supervision
5. Student advisement
6. Other functions and duties deemed necessary by the University

Regular Research Faculty with intensive research: Full-time individuals who hold full academic ranks (Assistant, Associate, Professor), who have full time positions in the organization structure, and who are appointed by the University to contribute mainly to research, with no more than 20% of the workload devoted to teaching.

Policy Statements

1. The main duty of Research Faculty (regular) is to conduct research and services. Research output is measured by the quality and number of published papers per academic years in peer-reviewed journals. The director and/or a center/institute's committee shall set a scale for the expected research output. Research faculty members will be evaluated accordingly, and as per the Performance and Development policies agreed for Research Faculty members. As research is the primary activity of the Research Faculty, teaching and service workload should not exceed the research workload except with the approval of the VPRGS and for a limited time span.
2. Research Faculty Member is expected to teach and supervise students (preferably graduate students). Exemption from teaching is granted by the VPRGS.

Title (with Academic Rank)	Load	Distributions Period
1-Directors	0-3 Credit Hours	Academic Year
2- Research Faculty (Assistant, Associate, Professor) & Externally Funded Chair Positions	3-6 Credit Hours	Academic Year

3- Visiting Research Faculty for one semester	0-3 Credit Hours	Visiting Term
4- Visiting Research Faculty hired on one academic year contract	3-6 Credit hours	Academic year
5- Post Docs/ Research Associate and Senior Research Assistants	3-9 Lab Hours	Academic year
Research Assistants	Supportive teaching	Academic year

** It is expected that rank 1- 2 will supervise research thesis's during the academic year regardless of their teaching hours.*

3. The main duty of Supporting Research Faculty Member, at the rank of Post Doc, Senior Research Assistants & Research Assistants, is to provide support to research and services conducted at the center/institute. Research output is measured by the quality and number of published papers per academic years in peer-reviewed journals. The director and/or a center/institute's committee shall set a scale for the expected research output. Supporting Research Faculty Members will be evaluated accordingly, and as per the Performance and Development policies agreed for Supporting Research Faculty Members.
4. Supporting Research Faculty Member may contribute to Lab teaching if there is a need at the related college and/or institute. Participation in and exemption from these activities should be recommended by the center/institute director and approved by the VPRGS.
5. Any reduction for commissioned assignments shall be planned prior to the academic year. Reductions will be coordinated with the directors through the office of the VPRGS.

