

Deans who approve assignment of variable units should clear these with the Office of the Provost in order to insure consistent policies among the various colleges and schools.

I. Teaching.

A. Multiply classroom teaching hours by the following weighting factors:

1. Lectures and seminars, 1. Exceptions: (a) for classes divided into sections 1 unit per credit hour is assigned for the first section and .6 of a unit per hour for additional sections;

(b) classroom hours of lectures enrolling over 50 students may be multiplied by factors as follows:

<u>Class Size</u>	<u>Factor</u>
51 to 125	1.25
126 to 200	1.50
201 to 400	1.75
over 400	2.00

2. Personal supervision of laboratory type classes, such as experimental laboratories, applied music, art, art education, industrial education, home economics, etc., a factor ranging from .6 to 1, depending on the kind of instruction and the amount of preparation involved.

B. Directing individual students in problems: multiply student credit hours by .2, e.g., directing five students, each earning 1 hour credit in problems courses, would yield 1 unit.

C. Supervision of student teachers, nurses in training, and interns (in Education, Nursing, and Medicine) and pharmacy students in clinical pharmacy training earns units as proposed by the chairman and concurred in by the dean.

D. Membership on committees for graduate students:

1. Chairman

(a) For the direction of a doctoral dissertation a faculty member may be credited with 1 unit per semester for as many semesters as the student is on campus working on a dissertation. In exceptional cases approved by the dean, credit of 2 units in a single semester may be allowed for intensive work with the writer of a dissertation.

(b) For the direction of a master's thesis a faculty member may be credited with 1 unit during one semester for the direction of any one thesis, except that direction of a thesis involving excessive time on the part of the director (e.g., an experiment in Engineering) may be assigned 2 credit hours at the discretion of the department chairman.

2. As second or third reader on a dissertation committee a faculty member may receive a credit of one-half unit but only for that semester in which the dissertation is completed.

II. Special Assignments

- A. Developing a new curriculum, advising a chapter of a professional society, writing contracts and grant proposals, supervising and/or directing performances in the performing arts, organizing exhibitions, directing intramural athletics, etc., merit units as determined by deans.
- B. Without regard to class size, added load credit may be given for (1) courses which require unusual preparation of visual aids, experimental demonstrations, etc., or (2) courses which are essentially or totally new in their content, as proposed by the chairman and concurred in by the dean.
- C. Units as approved by the dean may be assigned for advisement.

III. Administrative Responsibilities

- A. A department chairmanship earns at least 3 units, and deans may assign higher credit, depending on size of department, facilities to oversee, etc.
- B. A faculty member earns units for administrative assignments within a department (or college) as assigned by the chairman (dean) and concurred in by the dean.
- C. Supervising graduate assistants and teaching assistants earns units as proposed by the chairman and concurred in by the dean.
- D. Extra-departmental administration earns units as proposed by the chairman and concurred in by the dean.

IV. Service

- A. Usually no credit is to be given for service on one or two committees within the degree-granting college and one general UNM committee. Committee assignments above this level or unusually heavy work on regular committees earns units upon recommendation of the department chairman and concurrence of the dean.
- B. Professional service over an extended time to an agency outside the University which is performed as a public duty without remuneration (e.g., an engineer serving the State periodically as a consultant on water resources) may be assigned units upon recommendation by the department and concurrence by the dean.

NOTE: Remunerated service or service rendered gratis which is of an individual nature may not be assigned units.

V. Research

Units will be assigned by the department chairman for contract research according to the nature of the contract. Units will be assigned for non-sponsored research and creative work on the basis of reasonably accurate information regarding the scope of the project and the time devoted to it. Points assigned should be proportionate, on the basis of time spent, to those assigned for classroom teaching.