

English Department Workload Policy

Effective Fall 2014

Workload in the English Department, consistent with University policy, is five course equivalents (15 hours) per year, which may be comprised of classroom and other teaching, scholarly or creative activity, advising, committee assignments, and/or administrative duties. The goal of the English workload policy is to distribute and, so far as possible, to equalize responsibilities among the faculty in ways that accomplish the Department's teaching, scholarly, artistic, and service missions. Decisions about workload are the responsibility of the Chair, subject ultimately to the authority of the Dean of the College.

Tenure-line faculty are expected to perform effectively in all three traditional areas of academic responsibility: teaching, publication, and service. In consultation with the Workload and Salary Review Committee, the Chair will assess whether or not faculty meet expectations for intensive research and will determine final workload assignments. In general, teaching loads are determined according to faculty research productivity over a multi-year period of at least three years duration.

Tenured faculty whose productivity meets expectations for intensive research will teach four courses per academic year (2/2). Tenured faculty whose productivity does not meet expectations for intensive research will teach five courses per year. Junior faculty will be assumed to have productivity that meets expectations for intensive research and will therefore be assigned a 2/2 through the year they are reviewed for tenure and promotion.

Departmental administrators, including the Directors of the Undergraduate and Graduate Programs, as well as the Director of Advising, receive maximum teaching loads of three courses per academic year, with further reductions possible at the discretion of the Chair. The Chair receives a maximum teaching load of two courses per academic

year, with further reductions possible at the discretion of the Dean of the College of Liberal Arts and Sciences. On a limited basis, faculty may petition the Chair to re-distribute one's teaching load when circumstances warrant such action. (For example, a faculty member who teaches 2/2 may ask to teach 3/1 in order to complete a book manuscript in a given semester). Other appeals can also be made to the Chair, with review by the Workload and Salary Review Committee.

Tenure-line faculty are expected to engage in a program of scholarly research that may include activities such as conference papers, book and article publications, journal editing, grant writing (which carries the possibility of course buy-outs if the grant is funded), and leadership in professional organizations.

Faculty are also expected to teach a variety of core and elective courses, undergraduate and graduate courses, general education courses, and large lecture courses. Subject to the needs of the department, student load should be distributed as equitably as possible. Faculty should not expect to teach more than one 6000-level course per year and are expected to make regular contributions to teaching service courses in the Department and in general education. If one generally teaches small classes, then an occasional large lecture class may be needed to balance the student load more equitably across the Department and within subject areas.

In regard to service, committee assignments are negotiated with the Chair and distributed in late spring for the following academic year. Two Department-level committee obligations per year are routine for tenured faculty, while one is routine for tenure-track faculty. The possibility of an additional, elected assignment to Advisory, Review, or Workload and Salary Review is also routine, but the Chair will limit junior faculty to two committees in all and senior faculty to no more than three. Service assignments outside the Department are encouraged.

Lecturers are expected to teach effectively and to take reasonable initiative to develop themselves professionally. Development activities may include participation in faculty development/teaching workshops, attendance at conferences, student advisement, scholarly or creative activity, institutional service, and community involvement. The normal teaching load is 12 hours per semester.

Faculty negotiate their course preferences (which may include teaching outside the Department) in area rotations and with the academic program directors and receive their instructional assignments prior to the College due date for the course schedule of the upcoming semester. The needs of the Department have priority in determining individual workloads and schedules.

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Approved 4/30/14