

College of Arts and Sciences Teaching Assignment Guidelines

In accordance with University policy, the normal teaching assignment for tenured and tenure-track faculty members in the College, regardless of rank, is three 3-hour courses or their equivalent per semester; for tenured and tenure-track faculty members with significant responsibility for training and direction of doctoral students, it is three 3-hour courses or their equivalent in one semester and two such courses in the other. For full-time faculty members at the rank of lecturer, the normal teaching assignment is four 3-hour courses or their equivalent per semester.

Arrangements may be made to depart from this standard through course reductions. Under normal circumstances, course reductions will result in no fewer than three courses per year for an individual faculty member, except where additional reductions result from administrative assignments or buyouts of time through grants or contracts. Any faculty member not on formal research assignment will teach no fewer than one course per semester.

Each department's disposition of course reductions is subject to annual review by the dean, in consultation with the Budget and Planning Committee of the College. Guidelines for course reductions are as follows:

1. Heads of non doctorate-granting departments may grant up to one course reduction per semester for research per seven tenured or tenure-track faculty positions in the department. On a year-by-year basis, department heads may negotiate with the dean additional numbers of course reductions for research under particular circumstances.
2. In addition to the course reductions granted under item number one above, tenure-track assistant professors in their first year of appointment shall be granted a one course reduction for research, either in the Fall or Spring semester.
3. Department heads may negotiate with the dean for course reductions to be granted to faculty for administrative assignments. Examples are such positions as Director of Graduate Studies, Director of Undergraduate Studies, and directorships of special programs, centers, institutes, or clinics. On an individual basis, course reductions may be negotiated for special College or University assignments.
4. Individual faculty members may be granted course reductions to compensate for accumulated instructional responsibilities that were not previously counted as part of the faculty member's teaching load. The dean will annually review each department's teaching assignments and report them to the Budget and Planning Committee. Examples of such instructional responsibilities are:
 - a. supervision of student internships
 - b. supervision of undergraduate and graduate student research projects

and/or
independent studies

c. instruction in tutorials or in seminar courses that were not considered to be part of a faculty member's teaching load during the semester when the course was offered

5. Individual faculty members may be granted course reductions in compensation for instructional overloads during a previous semester. An overload should be considered to result from intentional scheduling of a teaching assignment that exceeds the norm. The dean will monitor department process and report periodically to the Budget and Planning Committee.

6.. Nothing in these guidelines shall create an entitlement to course reductions for any faculty member, except as noted in item two, above.

7. These guidelines will be implemented within a framework of instructional productivity expected of departments. Regular measures of departmental productivity will include the ratio of student credit hours per full-time equivalent faculty member; the number of courses offered; the number of writing-intensive courses offered; and expected levels of participation by the department in special programs such as Honors and Freshman Seminars.