

I. College Course Workload Policy and Department Policy

The College Course Workload Policy is a framework, containing general principles and College-wide rules that all departments must follow, and also guidelines within which an individual department's specific policies are formulated.

There are significant differences among LLL departments: differences in departmental structure and focus, in the academic programs that they administer, and in the sorts of instructional and non-instructional responsibilities that faculty have. For this reason, College-level policy provides a degree of flexibility, so that it can be adapted to each department's context.

Course Workload Policies are developed through shared governance. College policy is determined by consultation between a faculty committee and the dean, who must approve the policy. Within each department, faculty are involved in setting the department's Course Workload Policy, which also requires approval of the dean.

The department chair has the responsibility to assure that there is equity in course workload across the faculty in their units and that the workload enhances scholarship and professional accomplishments.

Annually, the dean prepares a workload report, based on information about faculty instructional and non-instructional activities during the previous year. This report includes not only information about courses taught, and research productivity, but also about other faculty responsibilities, as may be laid out in each department's Course Workload Policy.

II. Overall policy structure; the major components

The Course Workload Policy document of the College, and the policies of individual departments, include these three components, as applicable:

- A. Basic course workload, number of courses, or of credit hours.
- B. Course reductions.
- C. Policy for buy-out, in which an external funding source pays for a replacement.

College-level Course Workload Policy and Guidelines for Department Policies

A. Basic Course Workload

Department Course Workload Policies may state their basic course workload in terms of credit hours or in terms of regular courses. A regular course is typically 3 or 4 credit hours.

Tenured and tenure-track faculty

Basic course workload presently differs by department. It is:

- i. three courses per semester (3-3, i.e. 18 units) in IPLL
- ii. three courses in one semester and two courses in the other semester (3-2/2-3) in EALL, English and LLEA
- iii. two courses per semester (2-2) in Linguistics and SLS.

The College's goal is eventually to move toward a uniform 2-2 basic course workload for all departments. This would be in keeping with the practice in peer programs at other research-intensive universities.

There is some flexibility within the basic course workload. The time devoted to the components of professional work may vary not only across faculty but also across individuals' careers. At one stage in their careers, tenured faculty may emphasize research or service and at another stage instruction, and their annual course workloads may reflect these choices.

Instructors

I-2 faculty members are expected primarily to meet instructional needs in a department. They are also expected to participate as assigned on department committees and in student advising. There is no formal expectation that I-2 faculty conduct research. The full-time course workload of I-2 faculty is four courses (or 12 credit hours) per semester.

B. Course reductions

Every faculty member not on leave must teach at least one regular course each semester. A reduction to zero is not permitted.

i. Research reductions for probationary faculty.

All departments must grant a reduction of one course during one semester in the first year of a tenure-track faculty member's service.

Additionally, all departments must grant a reduction of one course during one semester of the probationary period.

ii. Reductions for departmental positions

In all departments, the department chair teaches one course per semester.

In some departments, there are also standing reductions for positions such as:

- a. Associate Chair
- c. Graduate Chair
- d. Undergraduate Chair
- e. Section Head
- f. Division Chair
- g. Program Director
- h. Multi-section Language Coordinator
- i. Multi-division Assessment Coordinator
- j. Department Personnel Committee Chair

These reductions depend on the extent of the responsibilities. The reductions are specified in the department's Course Workload Policy, as approved by the dean.

iii. Reductions for other professional responsibilities

As resources are available, the dean may grant annually, on a case-by-case basis, reductions for such activities as:

- a. Journal Editor
- b. Conference Organizer
- c. Community Outreach Director

These reductions depend on the extent of the responsibilities.

iv. Research reductions

In a department with a 3-3 or 3-2/2-3 basic course workload, the department's Course Workload Policy may include a mechanism for a one-course reduction during one semester of an academic year, for exceptional research projects or support of new research. Such reductions must be approved by the dean annually on a case-by-case basis and depend on the availability of resources.

C. Buy-out

Department Chairs, with the approval of the Dean, may allow faculty to "buy out" of one or more courses. In order to buy course releases, faculty must make funding available to their department for a replacement (e.g., visiting professor, lecturer or other temporary faculty). Adequate funding alone does not guarantee that faculty will receive release time. Chairs must make their decisions based on availability of funding, availability of a well-qualified replacement for teaching, and on the overall impact that the release will have on the program and the department.

Provided that no full-time faculty go below the College minimum of one course per semester, LLL does not have a policy about the maximum limit per semester of course buy-out.

November 2009