I. EALL Course Workload Policy and Governance Structure

The EALL Course Workload Policy is developed through shared governance, which means with input from program faculty and in consultation with the Executive Committee that votes on the language of the policy document and makes a final recommendation to the Chair. In consultation with the Dean, the Chair approves the policy.

The Department Chair has the responsibility to ensure that there is equity in course workload across the faculty in EALL as well as within each section, and that the course workload enhances scholarship and professional accomplishments.

Annually, with input from the Section Heads, Language Coordinators, and the APT-staff, the Chair 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, research productivity, and service activity, but also about other faculty responsibilities, as laid out in EALL Course Workload Policy.

The Executive Committee shall undertake annual review of the EALL Policy document and update it accordingly or whenever there is an administrative mandate to do so.

The EALL Course Workload Policy articulates with the UHPA contract on teaching assignments and equivalences (see Article III. G.), and with the LLL Workload Policy document.

II. Major Components of the Course Workload Policy Structure

The Course Workload Policy document of EALL includes these three components:

A. Basic course workload, number credit hours.

B. Course reductions procedures.

C. Policy for Buy-out.
A. Basic Course Workload

As much as possible and whenever equity across EALL and sections can be ensured, EALL Course Workload Policy calculates its basic course workload in terms of credit hours.

1. Tenured and tenure-track faculty (I-3 to I4)

   The regular, annual course workload for I-3 to I-5 faculty is 15 credits or five (5) courses. This means six (6) credits in one semester and nine (9) credits in the other semester (6-9/9-6).

2. Instructors (I-2 faculty)

   Instructors are primarily expected to meet instructional needs in the department. They are also expected to serve on department committees and participate in student advising. There is no formal expectation that I-2 faculty conduct research. The regular, annual course workload of I-2 faculty is 24 credits or six (6) courses. This means 12 credit hours or three (3) courses per semester.

3. Banking Excess Credit Hours

   Because of the existence of both 3-credit and 4-credit courses, it may happen that the credit hours taught in a given semester do not add up exactly to 6, 9, or 12 credits. If this happens, a faculty member’s course workload may be adjusted down by as many as three (3) credits in one semester to compensate for excess credit hours accumulated (“banked”) in preceding semesters. However, “banking” credits hours may only be applied to the semester immediately following the one where the excess has been accrued. Banking credit hours is subject to Chair’s approval.

4. Owing Credit Hours

   Because of the existence of both 3-credit and 4-credit courses, it may happen that the credit hours taught in a given semester are less than 6, 9, or 12 credits. If this happens, a faculty member’s course workload should be adjusted by as many as three (3) credits or four (4) credits in the following semester to make-up for missing credit hours in preceding semester. Making-up missing credit hours is subject to the Chair’s approval.

B. Course Reductions

1. Tenured and tenure-track faculty (I-3 to I4)

   Faculty members may receive course reductions due to service duties or research activity.
However, every faculty member on active duty must teach at least 3 credit hours (I-3 and above) or 4 credit hours (I-2) each semester. A reduction to zero course workload per semester is not permitted.

2. Instructors (I-2 faculty)

Beginning Fall 2006, I-2 faculty serving as JPN Lower or Upper Level Coordinators will continue to be given one (1) course or four (4) credit hours reduction per academic year. Multi-section course coordinators will be given a one (1) course or four (4) credit hours reduction per academic year, if they agree to serve in both Fall and Spring semesters, and if they coordinate at least 7 sections each semester. A new coordinator position for the oral communication track (JPN 111-212) will be created and will be given a 1-course reduction per academic year. In addition to coordinating the four oral track courses, this coordinator will be responsible for training new teachers to different teaching methods and improving the existing teaching material. Lower and Upper Level Coordinators should not simultaneously serve as Multi-section coordinators. No I-2 faculty may teach less than eight (8) credit hours or two (2) courses per semester.

3. Research Reductions for Probationary Faculty

The EALL department must grant a reduction of three or four credits during one semester in the first year of a tenure-track faculty member's service, and, in a later year during the probationary period, it must grant a reduction of three or four credits during one semester.

4. Reductions for Departmental Officers

In EALL, the Department Chair teaches three credits per semester.

In EALL, there are also standing reductions for the following positions (all reductions are on an annual basis):

a. Graduate Chair: 6 credits reduction
b. Undergraduate Chair: 3 credit reduction
c. Section Head: 3 credit reduction
d. Multi-section Course Coordinator: 4 credit reduction
i. Department Assessment Coordinator: 3 credit reduction
j. Department Personnel Committee Chair: 3 credit reduction
k. Language Flagship Program Director: 9 credits reduction
l. Language Flagship Program Coordinator: 3 credits reduction
m. Director of Center for Korean Studies, Center for Japanese Studies, Center for Chinese Studies Center (12 credits reduction of EALL coursework; Director teaches 3 credits EALL and 3 credits SPAS annually.

n. Director of Center for Okinawan Studies (3 credits reduction of EALL coursework)
5. Reductions for Other Professional Responsibilities

As resources are available, the Dean may grant annually, on a case-by-case basis, course reductions for I-3 to I-5 faculty for the following activities:

a. Journal Editor or Book Series Editor  
b. Conference Organizer  
c. Community Outreach Director  
d. Center Director  
e. LLL Fundraising Coordinator  
f. LLL Assessment Coordinator

These reductions depend on the extent of the responsibilities involved.

6. Research Reductions for I-3 to I-5 Faculty

Pending Dean’s approval and availability of funding and departmental manpower, one course reduction may be awarded each academic year to EALL faculty members who have been continuously engaged in a major research project. Preference will be given to proposals that will significantly assist in preparing a faculty member to apply for promotion, either from Assistant Professor to Associate Professor or from Associate Professor to Professor, in the near future. Applications will be evaluated by a committee consisting of the Department Chair, the Chair of the Graduate Field of Study, and the three Section Heads. The holders of these positions will also be eligible to apply, but must recuse themselves from the selection process if they do so. This committee may also choose not to award any course reductions in a given year if lack of manpower for teaching is an issue. Every fall, when course preference forms are due, interested faculty should submit a one-page memorandum specifying the nature of their research project, the amount of work that has already been done, and the expected date of completion, plus a separate list of their publications for the last five years. Because the scheduling of course assignments needs to be done far in advance, the deadline for the competition will be in mid-December for the following academic year. Applications should be submitted to the Department Office.

C. Buy-out

The EALL Department Chair, with the approval of the Dean, may allow faculty to "buy out" three (3) or more credits. In order to buy credit releases, faculty must make funding available to their departments for replacements (e.g., Visiting Professor, Lecturer or other temporary faculty). Adequate funding alone does not guarantee that faculty will receive release time. EALL Chair must make his/her 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 EALL minimum of three credits (for I-3 and above) or four credits (for I-2) per semester, EALL does not have a policy about the maximum limit per semester of credit buy-out.