Department of Second Language Studies
Faculty Workload Policies and Procedures

The Department of SLS is a graduate research department. All graduate faculty members are required, as a matter of their job responsibilities, to perform research. Faculty are also required to perform general and specific departmental duties and to perform functions in conjunction with the programs administered by the Department.

All faculty members are required:

- To perform duties for the Department and its programs equivalent to at least three credit hours of teaching per semester.

All graduate faculty members are required:

- To engage in research activities equivalent to three credit hours of teaching per semester. That is, they are required to spend at least quarter-time on research.

Faculty members are assigned individual specific departmental duties. In addition, all faculty members are required to perform general duties, such as supervising theses and scholarly papers, attending meetings, serving on various committees, etc.

Faculty are regularly reminded of their general duties by the Chair. Specific departmental and program duties are assigned annually by the Chair.

Because all faculty are required, as a matter of departmental policy, to perform research duties, the Department does not solicit applications for research reductions from individual faculty members: such research being a job requirement and not a matter of faculty discretion. The Chair does inform the Dean of the College of Languages, Linguistics, and Literature of the faculty members' instructional workload and their workload related to research and to the Department's programs.

All faculty members are required to report their research activities to the Department and to the field. There are four primary formal ways in which this is done:

- Through regular reports of research and other non-instructional activities, submitted to the Department Chair, and published in the SLS Letter;

- Through presentations at conferences, including in our Department's lecture series;

- Through publications in journals and books, including the Department's Working Papers in Second Language Studies;

- By maintaining an up-to-date CV with current research and other non-instructional activities.

The Department Chair is responsible for considering this documentation regularly, for assigning faculty workload and for making research reduction reports to the Dean on behalf of the faculty.
Instructional Policy for Faculty

* Nine-month Instructional Faculty

Nine-month instructional faculty teach two courses per semester for a total of four courses per academic year, with the exception of newly-hired tenure-track faculty who are given a one-course reduction during their first semester. Probationary faculty are also granted a reduction of one course during one semester to apply for tenure or promotion. In addition, faculty may teach such courses as 699, 700, and 799. If circumstances warrant it, a faculty member could teach three courses in one semester and one course in the next semester, for a total of four courses in the academic year.

The two-course per semester assignment may be reduced by one course a semester when a faculty member receives external funding that allows a replacement to be hired or when the grant specifically calls for a reduced teaching load as part of the University’s contribution. Such reductions must be approved by the Dean.

Further, a faculty member’s courses may be reduced by one course a semester when he or she is on assignment with another unit in the University and funding is provided for a replacement.

In exceptional circumstances, faculty members may teach one course in a given semester as approved by the Department Chair. Such reductions must be approved by the Dean.

The Department Chair, with the approval of the Dean, may allow faculty to "buy out" of one or more courses. In order to buy course releases, the faculty member must make funding available to the 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. The Chair’s decision is 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 Department.

- Eleven-month Instructional Faculty

Faculty who have 11-month appointments to serve the Department have a one-course reduction each semester. Such appointments include the Department Chair, the Chair of the graduate programs, and the Executive Director of ESL Programs.

- Directors of the National Foreign Language Research Center and the Center for Second Language Research

The Directors of the NFLRC and the CSLR generally teach one course per semester, for a total of two courses per academic year. However, when curricular needs require it, the Directors will teach an additional course during an academic year, for a total of three courses. Such a need might occur, for example, when there are vacancies in the Department caused by leaves or resignations.

When the CSLR receives external funding, consideration is given to funding an instructional hire to teach undergraduate or graduate courses.

Approved by the DPPC (March 3, 2010)

Departmental Instructional Workload Policy, originally adopted Fall 1983, amended Fall 1988; revised and adopted January 2008; revised and adopted March 2010.