Motion Regarding Proposed Changes to Faculty Handbook Section 6.1 Faculty Workload
(Approved on February 11, 2013 by the Faculty Senate)

6.1 Faculty Workload

6.1.1 Professional Workload
The professional workload for full-time faculty members includes teaching; scholarship and/or creative activities; and professional, university, and community service relevant to faculty expertise. Instructional activities are crucial to the role of all members of the faculty and the primary mission of the university. The University’s current Carnegie classification determines the standard for the distribution of time spent on scholarship and/or creative activities, instructional activities, and service for tenured and tenure-track faculty. However, non-tenure-track faculty members, including Special Faculty appointments, have specific duties that are defined under Special Faculty Appointments (Faculty Handbook Section 3.13) and are further specified by their academic units (department, school, program, etc.).

6.1.2 Instructional Expectations
Activity directly affecting the education of students includes class preparation and student evaluation, scheduled and unscheduled office hours for individual student counseling, and meetings of committees within programs, departments, colleges, and schools of the institution that are responsible for curriculum development, syllabus preparation, and program evaluation. Instructional assignments will be arranged through consultation among faculty, chairs, and deans and determined by the individual faculty member’s total professional workload. Within this framework, classroom teaching assignments for faculty members may vary from semester to semester and from one faculty member to another. The maximum teaching load for faculty is twelve credit hours per semester, or equivalently twelve instructional contact/load hours in formally scheduled lab, clinical or studio courses, in addition to office hours as defined in Faculty Handbook Section 6.1.2.2. For each formal instructional credit/contact/load hour, faculty members typically spend two to three hours in preparation for teaching.

6.1.2.1 Department Guidelines for Differential Workloads
All tenure-line faculty members are expected to engage in some combination of instructional activities, scholarship and/or creative activities, and service. Each department will maintain written guidelines on instructional, scholarship/creative activities, and service workload; these workload guidelines will outline any differential instructional responsibilities resulting from administrative duties, scholarship and/or creative activity, and other special assignments. Department workload guidelines will also specifically outline relevant course load equivalencies for lab, clinical or studio courses and for oversized courses. Department workload guidelines will be developed by the department’s tenure-line faculty in consultation with the chair and dean and be voted on by the tenure-line members of the department. The distribution of duties described in the workload guidelines may vary by academic discipline, college, program, school and departmental missions, and over time in an individual faculty member’s career. Therefore, between and within colleges and academic units, differences in teaching loads reflect the differing distribution of time to scholarly and/or creative productivity, service, administrative and other duties, as well as the differing accrediting standards and missions of the unit and college.
In determining the teaching load of an individual faculty member, departmental chairs use the national standard adopted by the University—currently the Delaware Study of instructional costs and productivity. After soliciting faculty teaching preferences and prior to making final faculty assignments in accordance with department workload guidelines, the unit administrator shall apprise each unit faculty member of teaching duties and other responsibilities in addition to teaching. If changes in a faculty member's assignment become necessary, the faculty member shall be notified of such changes as soon as possible.

6.1.2.2 Office Hours
Every faculty member is required to be available a minimum of 1.5 hours per week for every three (3) student credit or instructional workload hours during the regular academic year to consult with students. During the term of a summer session in which a faculty member teaches, office hours expectations are half of those during the regular academic year. Each academic unit will maintain an office hours policy that establishes standards regarding a mix among formal office hours, meetings in other locations, and electronic communications appropriate for faculty members and curricula in that department. A schedule indicating the times available for formal office hours, meetings in other locations, and electronic communications must be listed on course syllabi and provided to the departmental, program or school office at the beginning of each semester. Electronic communication addresses, URLs, and/or phone numbers must be listed on course syllabi and also provided to the faculty member’s academic unit office.

6.1.2.3 Faculty Absences from Class
Whenever a faculty member must cancel a class for any reason, she or he must notify the unit chair. The faculty member must make appropriate arrangements for the missed student class time.

6.1.3 Research and Creative Activity Expectations
Because faculty scholarship and/or creative activity informs teaching, faculty productivity in scholarship/creative activity is crucial for generating, understanding, and disseminating new knowledge. Thus, every member of the tenure-track and tenured faculty is expected to pursue research/creative activity in that person’s area of specialization. Such scholarly and/or creative activity may be specifically relevant to instruction, it may add generally to the body of knowledge and understanding in a particular field, or it may have direct practical applications, as in business, industry, government, primary and secondary education, public health, and national defense.

6.1.3.1 Expectations for Pre-tenure Scholarship/Creative Activity
Prior to tenure, all tenure-line faculty are expected to engage in all three professional activities (instructional activities, scholarship/creative activity and service). All three professional activities are necessary in order for a tenure-line faculty member to achieve tenure and promotion to associate professor, as defined in Faculty Handbook Section 3.8.6. Department workload guidelines for pre-tenure, tenure-line faculty therefore will reflect college minimum requirements for the production of scholarship/creative activity. (See Faculty Handbook Section 6.1.2.1 on developing department workload guidelines)

6.1.3.2 Workload Adjustments for Scholarship/Creative Activity after tenure is attained
Post tenure, and over the course of a long career, faculty involvement with scholarship/creative activities may substantially increase, resulting in decreased instructional responsibilities (within the limits of departmental need); or, faculty involvement with research may decrease and be less than the college minimum, resulting in increased instructional load. Department workload guidelines should clearly outline the parameters for such differential workloads. Workload guidelines should also provide a mechanism by which tenured faculty who have
previously arranged for decreased scholarly/creative responsibilities can return to a level of instructional responsibility that accommodates the department standard for scholarly/creative production. Any change in instructional workload due to increased or decreased scholarship/creative responsibilities should be discussed between chair and faculty member and put in writing in the faculty’s annual review.

6.1.4 Service Expectations
The collective faculty has extensive authority and responsibility for the governance of the institution. Such work usually is accomplished through membership on various committees at the department, college, school, and institutional levels that address personnel, financial, and other administrative issues. Faculty service includes faculty governance, participation in one’s discipline, outreach and public service based on teaching and scholarship and/or creative activity.

6.1.5 Summer Teaching
The summer session, consisting of two summer terms, provides coursework equivalent to that of the academic year. Faculty should submit requests for summer teaching to the department/unit chair in writing, but no faculty member can be guaranteed a teaching assignment in the summer session; tentative appointments are made pending enrollment statistics.

6.1.6 Chair Workload
The professional workload for academic unit chairs, as tenured faculty members, includes: instructional activities; scholarship and/or creative activity; and professional, university, and relevant community service. The distribution of time to scholarly and/or creative productivity, service, administrative and other duties, will be determined by the dean to whom the chair reports considering accrediting standards as well as the scope and mission of the unit and college.