

College of Arts & Letters Minimum Workload Assignment Guidelines FY10-FY11

Principles: The College of Arts and Letters recognizes that each department is unique and will require some department specific arrangements to be made in consultation with the Dean. The College is also committed to protecting our untenured, tenure track faculty and will work to ensure their ability to progress in their careers.

These guidelines are an attempt to define baseline workload assignments. Many faculty in some programs regularly exceed these baseline recommendations.

- I. Instructional assignments for tenured and tenure-eligible faculty actively engaged in research and/or creative activity:

Baseline course assignment: 3 + 3 = 6 courses per annum

Work units: 9 hours + 9 hours = 18 hours per annum
(adjusted for faculty teaching 4 hour classes)

- II. Instructional assignments for non-research-active tenured faculty and non-tenure-track faculty (lecturers)

Baseline course assignment: 4 + 4 = 8 courses per annum

Work units: 12 hours + 12 hours = 24 hours per annum
(adjusted for faculty teaching 4 hour classes)

- III. Baseline re-assigned time for departmental administration

Director/chair (>25 faculty)	-5
Director/chair (<25 faculty)	-4
Assoc. dir/chair	-2
Program coordinator (>25 active students)	-1

- IV. Baseline re-assigned time for Thesis/Dissertation work for faculty in programs that require thesis/dissertation. **Not to exceed 1 course per year.**

Chair of Doctoral Diss. Committee (>2-3)	-1
Chair of Master's thesis Committee (>4-5)	-1
Service on reading committees = .5	

- V. Student teacher supervision: 4.5 students = 1 course

- VI. Department-specific guidelines