

CHHS TEACHING WORKLOAD GUIDELINES

Tenure Track and Tenured Faculty

All tenure track and tenured faculty in the College of Health and Human Services are expected to be actively involved in teaching, research, and service/engagement. Quality teaching is expected of all faculty, regardless of rank or tenure status. Faculty in the College typically teach 4 to 6 courses or teaching units per year; the assigned number in any given year is dependent on the faculty member's overall productivity, responsibilities and expected contributions. The following guidelines for determining annual faculty teaching workloads are designed to recognize and acknowledge individual faculty interests and strengths, to maintain an equivalent set of teaching workload expectations across the college, and to support a College teaching workload assignment process that is transparent, mutually accountable and fiscally responsible. These guidelines are a set of principles and are a starting point from which teaching workload determinations will be made within departments in consultation with the Dean.

Untenured, Tenure Track Faculty

For untenured, tenure track faculty, the teaching workload for the probationary period prior to consideration for tenure will be a maximum of 4 teaching units per academic year. This will be reviewed at the end of each academic year as part of the annual reviews of the department chair and Dean, and modified if deemed appropriate. Teaching workload modifications due to administrative responsibilities will be determined by the department chair and Dean. All untenured faculty members will be assigned a senior faculty mentor within the college, who will shepherd their progress through the probationary period, reinforcing the formal assessment process of annual performance reviews by the department chair and Dean. As part of their annual self-evaluation, untenured faculty shall include a retrospective description of the previous academic year's productivity and accomplishments in the areas of teaching, research, and engagement. In addition, the faculty member, in consultation with his/her mentor and department chair, will outline the specific teaching, research, and service/engagement objectives for the following academic year.

Tenured Faculty

Tenured associate professor and professor teaching workloads will normally range from 4-6 teaching units per academic year. Performance expectations for tenured faculty include a continuous record of quality teaching, a sustained record of scholarly productivity (e.g., peer-reviewed publications as well as other scholarly contributions such as non-referred publications, book chapters, and professional presentations), and service/engagement contributions commensurate with senior faculty status. The department chair, in consultation with the Dean, will assign teaching loads following an assessment of 4 years of annual reviews, plus the most

recent post-tenure review; performance will be assessed in the context of the faculty member's senior leadership responsibilities.

Associate professors who have maintained scholarly productivity (e.g. peer-reviewed publications as well as non-referred publications, book chapters, professional presentations, and externally funded research grants/contracts) at an annual level which would lead to promotion to Professor within a reasonable time period and service and engagement contributions commensurate with senior faculty status will typically be assigned 4 courses per academic year. Professors who have maintained scholarly productivity (e.g. peer-reviewed publications as well as non-referred publications, book chapters, professional presentations, and externally funded research grants/contracts) at an annual level which would result in positive post-tenure evaluation and service and engagement contributions commensurate with senior faculty status will typically be assigned 4 courses per academic year. Tenured faculty who have not sustained expected levels of scholarly productivity will typically be assigned a teaching load of 5 to 6 courses, depending on an assessment by the Department Chair and Dean of the faculty member's other responsibilities. Other teaching workload modifications in support of departmental or individual faculty productivity will be determined by the department chair and Dean.

Timeline for Implementation

These guidelines will become effective for all untenured, tenure track faculty no later than the beginning of AY 2011-2012..

For tenured associate professors and professors, there will be a phase in period starting in AY 2011-12, with all teaching workloads determined in accord with these guidelines from Spring 2012 on.

Procedures for Assessment/Accountability of Guidelines

As part of the annual budget preparation process in November of each year, department chairs will provide an update on the teaching workloads of all faculty in their department. This will include a description of administrative buy-outs, any large class "adjustments", and other modifications. This information will provide the basis for ensuring guideline adherence and accountability.