

POLICY ON TEACHING ASSIGNMENTS
for
PROFESSORIAL FACULTY

(Approved by the Department Council 8 May 1991, revised 9 September 1998 and Spring 2013 by the Department Council in consultation with the academic program directors, and hereby made known to all members of the professorial faculty.)

Responsibility for faculty assignments in teaching, research, and administration lies with the department chair. At present the usual number of teaching assignments for professorial faculty engaged in research and publication is five each nine-month academic year, with two in one semester and three in the other. The following are exceptions to this pattern.

1. The usual number of teaching assignments for professorial faculty returning to normal duties after a funded research leave of one or more semesters is two in the first semester back. The intent here is that the department shall contribute an extra research assignment in support of the funded leave.
2. The number of English courses taught by a faculty member on joint appointment shall be proportional to that individual's assignment in the department, unless otherwise specified in the memorandum of understanding governing that appointment.
3. Members of the department's administrative team will have lower teaching loads in proportion to their service responsibilities.
4. New faculty members will be allotted one course release during their first two years as described in the university workload policy.
5. The usual number of teaching assignments may, with the concurrence of the Department Council, be altered by the chair to accomplish the department's goals in teaching, scholarship, and service. Any such alterations shall be published at once to the entire professorial faculty.
6. In order to protect the research assignments necessary for a doctoral degree-granting department, professorial faculty may not teach an additional course off-load for extra compensation unless they have approval from the chair.

It shall be the chair's responsibility to administer this policy equitably.