

FIREL Policy Statement for Faculty Academic Workloads *Draft 21 November 2008*

1. Faculty academic workloads are assigned by the department chair. The chair's first priority is to schedule workloads that facilitate the students' progress toward graduation. The chair's second priority is to schedule workloads that facilitate scholarly effort by the faculty.
2. The normal teaching load in the FIREL department shall be two organized classes per semester, with per cent of workload allocated as 40 % instructional activities, 40 % scholarly, creative and professional activity, and 20 % service.
3. Subject to departmental scheduling requirements, tenured faculty may elect to teach four organized courses per semester, with per cent of workload allocated as 80 % instructional activities and 20 % service. The department chair may determine that fewer organized courses consisting of one or more large sections are the equivalent of four organized courses.
4. The department chair may assign or negotiate other combinations of teaching, research, and service with individual faculty. Ideally, the department chair and faculty will also negotiate a mutually agreeable minimum standard for "satisfactory" performance in research. If the faculty member and department chair cannot reach an agreement, the department chair may assign a standard for "satisfactory" performance; however the assigned standard shall be reasonable and shall not be punitive.
5. Faculty workloads shall not vary widely over short time intervals. It is the department chairs' responsibility to ensure that faculty teaching assignments are stable over time.
6. The per cent weights designated above shall also be used as part of the annual merit evaluation process, where appropriate.
7. Due to factors beyond the control of faculty, (e.g., low enrollments) teaching loads may occasionally fall below the assigned workload of two or four scheduled classes per semester. Nonetheless, the per cent allocation for teaching will remain at the designated 40 % or 80 %. Faculty shall not be assigned new classes at the last minute to compensate for factors such as unexpected low enrollments.
8. Release time for thesis/dissertation committees, student advising, internship supervision and other instructional activities is granted at the discretion of the department chair.