

TEACHING WORKLOAD LOAD POLICY
DEPARTMENT OF FOREIGN LANGUAGES AND LITERATURES
(Adopted by the Executive Committee February 12, 2004)

This teaching workload policy shall be subject to programmatic needs of the Department and shall be subject to amendment or modification by the University or College or due to exigencies imposed by changes in the Department's programs and organization.

1. Full-time tenure-track faculty (probationary and tenured) shall normally be assigned to workload status Option I. Subordinate to the Department's instructional needs, tenured full-time research-emphasis faculty may be assigned to workload status Option III. (Option III status shall be assigned only to tenured faculty with exceptional professional development performance over a period of at least five years, and shall be granted by the Chair with the concurrence of the Executive Committee.) Teaching-emphasis faculty (lecturers, adjuncts, or tenure track faculty) shall be assigned to workload status Option II.

2. Workloads for departmental faculty shall be:

- For research faculty in the tenure track in Option I, probationary or tenured, the teaching load shall be a total of 5 classes per year. Normally this will be discharged by teaching either two classes in the fall term and three in the spring term, or vice versa.
- For teaching faculty (teaching emphasis Option II tenure track faculty, lecturers, and adjuncts) the normal full teaching load shall be a total of eight classes per year.
- The normal teaching load for faculty assigned to Option III shall be 4 classes per year.

3. Deviations from these policies may be implemented under the following circumstances and for the following reasons:

- a. Option I and Option III tenured faculty who in the area of professional development (research) consistently (over a period of at least four years) perform at a rate significantly below the productivity expected of probationary tenure track faculty may be assigned increased teaching loads of one or two classes per year by the department chair. One additional class shall be assigned initially. If after two subsequent annual evaluations periods (years) such substandard research performance continues, another class may be assigned. Option III faculty who receive additional course assignments under this policy shall be reassigned to Option I workload status.
- b. The Department Chair may assign research track faculty or teaching faculty reduced teaching workloads under exigent circumstances to support the department's teaching, research, or administrative missions, and for exceptional service responsibilities. Such load reductions shall be regarded as temporary, for fixed and specified periods, and contingent upon the exigent circumstances of responsibilities that justify them.

- The normal teaching load for the department chair shall be to teach one class per long semester, a net of 3 classes reduced per year.
- The normal teaching load reduction for the Associate Chair shall be one class per year.
- The normal teaching load reduction for members of the departmental Personnel Affairs Committee shall be one class per year.
- The normal teaching load reduction for a lecturer serving as undergraduate adviser shall be three classes per year.
- The normal teaching load reduction for serving as coordinator of the study-abroad programs shall be one class per year.
- The normal teaching load reduction for serving as French Coop Program Director shall be one class per year.
- Language coordinators, depending on the extent of their coordination workload and responsibilities, may be compensated with at least one and as many as two class reductions per annum. The normal teaching workload reduction for an Option I (research track) language coordinator shall be one class per year.
- Probationary assistant professors may, during their probationary period, be assigned a one-semester-only, one-class load reduction to stimulate their research productivity upon their successful completion of a successful second-year review. (No such teaching load reduction may be granted to a tenure track faculty member in a terminal period of employment.)
- Probationary tenure-track faculty members in a terminal period of employment shall have a normal teaching load of 6 classes per year.
- Faculty may be compensated with a class reduction in a later semester for taking on an overload on an emergency basis (for example, to replace a colleague who has fallen ill).
- As needed, other administrative duties (including departmental administration, instructional administration or coordination, and student advising) may be compensated with additional class load reductions to be determined by the department chair and with concurrence of the Executive Committee.