

WORKLOAD POLICY

Department of Theological Studies¹

I. PREAMBLE

It is the responsibility of the Department Chair, under the supervision of the CAS Dean, to establish workload assignments for faculty members. These assignments shall be made in such a way as to advance the missions of the Department, College, and University, and be in compliance with the University's Workload Policy.

While this policy identifies a number of equivalencies for a range of faculty activities, the mere completion of such work does not guarantee an equivalence. In keeping with the Department's emphasis on the *quality* of a faculty member's performance as outlined in its Rank and Tenure statement, a determination of the exemplary character of the faculty member's activity is a central consideration in determining whether an equivalence has been merited. It is thus the ultimate responsibility of the Department Chair to evaluate and determine whether faculty members' activities warrant the equivalencies listed below. As such, these workload equivalencies are designed to provide guidance to the Chair, and are not guarantees or entitlements regarding workload assignments.

Faculty are encouraged to consult the University's Workload Policy for further elaboration on this document.

II. DEFINITIONS

The following definitions are based on the Department's Rank and Tenure statement:

Research: the Department recognizes a wide range of scholarly publications, though it prioritizes academic monographs that have been published with reputable university presses or presses of similar stature with verifiable peer review. Tenure-line faculty are also expected to publish peer-reviewed essays in prestigious academic journals, though the Department acknowledges other scholarly contributions such as chapters in high-quality and peer-reviewed edited volumes and translations of foundational texts. Other types of scholarly writing are desirable (such as co-authored books, edited or co-edited volumes, review articles, book reviews, and contributions to reference works), but they are not substitutes for the types of publications listed above.

Teaching: the Department teaches courses across the full span of the University's curriculum, from introductory undergraduate classes through advanced doctoral seminars. In addition to classroom instruction, teaching includes supervisory work, such as directing theses at the undergraduate and graduate levels, supervising internships and independent studies, and running exams. Teaching also

¹ Passed by a vote of 21-0-1 on February 23, 2016. We held two departmental meetings to discuss and debate this document.

entails mentoring, such as writing letters of recommendation and providing guidance for course scheduling.

Service: the Department understands service to include attendance at departmental meetings and regular presence at academic and social events sponsored by the Department, College, and University. Service also entails committee responsibilities within the University, and various professional contributions beyond the University.

Administration: there are three administrative posts within the Department – the Director of Undergraduate Studies, Director of Graduate Studies, and the Chair.

III. STANDARD ANNUAL FACULTY WORKLOADS

The Department employs Tenure-Line and Non Tenure-Track faculty, each with its own standard workload assignment and path to promotion.

A. Tenure-Line Faculty Workload

Tenure-Line faculty routinely teach a 2-2 load. This load equates to 24 yearly Workload Units (WU) for a 9-month contract and it includes the following expectations:

<i>Research</i>	<ul style="list-style-type: none"> • for Assistant and Associate Professors: publishing a significant academic monograph every 5-7 years with a reputable university press or press of similar stature; publishing a number of other peer-reviewed publications in the same window of activity; • for Full Professors: maintain an important, vital, and on-going research agenda that approximates the research expected of Assistant and Associate Professors;
<i>Teaching</i>	<ul style="list-style-type: none"> • 2-2 teaching load of undergraduate and graduate students • supervising undergraduate and graduate students • mentoring undergraduate and graduate students
<i>Service</i>	<ul style="list-style-type: none"> • attendance at and participation in faculty meetings • presence at academic and social events sponsored by the Department, as well as at College and University ceremonies and convocations • committee work that is rank commensurate • annual service to the profession and community

Additional specifications as they pertain to both the quantity and quality for each of these activities are outlined in the Department's Rank and Tenure policy (see "II. Criteria for Promotion").

Tenured faculty will assume higher teaching loads if, over a multi-year period, their research departs in quality and/or quantity from the above-mentioned guidelines:

- a 3-3 load is assumed if the quality of faculty is incommensurate with the expectations outlined in the Department's Rank and Tenure Statement (see "V. Workload Determination" below for how faculty research will be adjudicated);
- a 4-3 load is assumed if faculty have no verifiable research in progress, no tangible evidence of work done since their last annual review, and/or no recent submissions.

B. Non Tenure-Track Faculty Workload

NTT faculty will routinely teach a 4-4 load primarily on the undergraduate level with no more than 6 separate course preparations each year. Provided that they are not teaching a large-lecture course, they will not teach more than 76 students/semester.² This load equates to 24 yearly WU for a 9-month contract and it includes the following expectations:

<i>Teaching</i>	<ul style="list-style-type: none"> • 4-4 teaching load of primarily undergraduate students • occasional supervision of students (primarily undergraduate) • occasional mentoring of students (primarily undergraduate)
<i>Service</i>	<ul style="list-style-type: none"> • attendance at and participation in faculty meetings • presence at academic and social events sponsored by the Department, as well as at College and University ceremonies and convocations • annual service to the profession and community

IV. WORKLOAD EQUIVALENCIES

The Department recognizes a number of activities that correspond to WU, as follows:

1. Administration:
 - a. Department Chair: up to full course release, negotiated with the Dean;
 - b. Undergraduate Director: up to 3 WU/semester;
 - c. Graduate Director: up to 3 WU/semester.
2. Research:
 - a. Sponsored Programs: the requisite course release is granted if the faculty member is the Principal Investigator of a research activity supported by external funds that calls for a release from instruction.
3. Teaching:

² Comment: this number assumes 19 as the cap for a course – thus, 19 x 4 courses = 76. The University Workload Policy does not comment on this issue of class size.

- a. Large Lecture Courses (more than 100 students): faculty members earn up to 3 WU for the first three large lecture courses taught; they earn up to 3 WU for the next six large lecture courses taught;
 - b. Other instructional activities may yield WU, such as leading language reading groups, teaching independent studies, or engaging in nontraditional approaches to instruction where extra preparation time or a higher than normal rate of student contact hours is required. The equivalencies of activities such as these will be assessed on a case-by-case basis since they are highly variable.
4. Supervision:
- a. Doctoral supervision: faculty may receive up to 3 WU after supervising a total of 5 doctoral students in the Prospectus year of their doctoral program (usually the third year of the program);
 - b. Other forms of supervision: if, over the preceding 3 year period, faculty members substantially exceed the supervision expectations outlined in the department's Rank and Tenure policy, they may receive up to 3 WU for this activity.
5. Service:
- a. if tenured faculty members perform extensive service to the College or University that substantially exceeds the committee expectations outlined in the department's Rank and Tenure policy (such as by chairing a labor-intensive College or University committee), they may request release from one or more departmental committee assignments;
 - b. if tenured faculty members render extensive service beyond the University that substantially exceeds the expectations outlined in the department's Rank and Tenure policy (such as by serving as the editor of a professional journal), they may request release from one or more departmental assignments. Only in exceptional cases will such service yield WU.

Other equivalencies may be petitioned to the Chair.

V. WORKLOAD DETERMINATION

Upon entering the Department, faculty members will establish their workload assignments in consultation with the Chair. Routinely, Tenure-Line faculty will have a 2-2 teaching load, and a 4-4 load will be assumed by non Tenure-Track faculty.

If annual reviews of Tenured faculty indicate a multi-year trend in scholarly quality and/or productivity that differs from the expectations commensurate with their teaching load, the faculty member's teaching responsibilities will be modified. In such instances, the faculty member may request a review of his or her research and the Chair will appoint an *ad hoc* committee for that purpose. The composition of the review committee will be decided by the Chair and the faculty member will have the opportunity to submit any evidence deemed appropriate to the committee's tasks. The recommendation(s) of the *ad hoc* committee are advisory; the Chair has final responsibility for any change in a faculty member's workload. While the reputation of a press or journal for a particular field is often a useful indicator of the quality of a publication, ultimately, an assessment of a faculty member's scholarship rests upon the expertise and experience of evaluators.

After entering the Department, faculty members will have their workload assessed each year as part of the annual review. As noted in the Preamble above, the calculation of equivalencies is informed by the quality with which activities are performed. Some adjustments to workload are taken *simultaneously* with the activity to which they correspond (e.g., a one-course release is taken during the semester that the faculty member assumes Director of Undergraduate Studies responsibilities); other adjustments are granted only *after* the activity is completed (e.g., a course release is given after an intensive period of student supervision).

1. In the case of simultaneous adjustments, it is the responsibility of faculty members to report the results of their adjustments at the annual review. Failure to document results may result in the denial of future adjustments and/or the cancellation of adjustments that may have been pre-approved;
2. In the case of adjustments to be granted after the performance of an activity, it is the responsibility of faculty members to demonstrate at their annual review that their activity in both its quantity and quality has merited the petitioned adjustment. Should institutional considerations such as curricular or graduation needs arise that require certain courses be offered, the Chair has the discretion to adjust workloads to accommodate unique situations or to address diverse realities. In such cases, faculty can bank their WU for later use.

All course reductions will be made public to the Department at the beginning of the academic year.

The Department encourages faculty who earn course reduction(s) to use them in conjunction with a sabbatical leave in order to foster research productivity (e.g., to use 6 WU in the semester immediately preceding or following a 1-semester sabbatical leave in order to earn a full year leave). Teaching assignments will not be reduced to zero over an academic year except in the case of sabbatical leave, fellowship leave, temporary assignment to a major University position (e.g. interim Dean), or other assignment or leave approved by the Department Chair and CAS Dean.