

# Teaching Assignment Policy

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**Purpose:** To articulate the full-time teaching responsibilities within the College of Liberal Arts and Sciences.

**Applies to:** Faculty within the College of Liberal Arts and Sciences

## Policy Statement:

Teaching assignments are made by the department chair/program director consistent with the instructional needs of the unit and the College. A full-time teaching responsibility for College faculty is four courses per academic year. Exceptions to this rule include faculty in Bioinformatics, Chemistry, Ecology & Evolutionary Biology, Molecular Biosciences, and Physics & Astronomy where the teaching responsibility is two courses per academic year, and in Geology, Mathematics, Child Language Doctoral Program, and Speech-Language-Hearing where the teaching responsibility is three courses per academic year. These classroom responsibilities are in addition to directed readings, independent studies, or direction of or participation in Masters Theses and Doctoral Dissertations.

Normally, tenured and tenure-track faculty are assigned a teaching load that is balanced across the academic year (i.e., 2 + 2, 2 + 1, 1 + 2 or 1 + 1 for fall semester + spring semester). However, to provide some flexibility for departments and members of the faculty to most effectively balance their teaching obligations and research and service activities, the College will allow departures from a balanced fall/spring teaching assignment to concentrate teaching efforts to one of the two semesters using the following procedure and guidelines:

- The College will distribute teaching expectation documents to all departments and programs sometime early during the fall semester of each academic year.
- Each fall, we will require that all departments/programs produce a one year plan for academic year teaching (e.g., Fall 2007 and Spring 2008), which shows how all tenured and tenure-track faculty, GTA's, and non-tenure track faculty will be deployed.
  - (1) Tenured and tenure-track faculty teaching assignments can be spread across the academic year in a manner agreeable to the chair and the faculty member. In cases of joint appointments, the department chairs/program directors must agree upon the differential allocations of teaching efforts.
  - (2) A balanced offering of courses must be maintained across semesters in an academic year.
  - (3) No more than three courses can be assigned in a given semester.
  - (4) We expect that faculty will remain on campus and participate fully in student mentoring and advising and local service activities. *A reduced teaching load in a semester is not a sabbatical or a leave with pay.* The College also expects no reduction in service from a faculty member in a semester when additional courses are taught.
  - (5) Flexible teaching assignments will not be available for GTA's or non-tenure track faculty.
  - (6) Department chairs should plan with care assignments to a non-balanced load because the College cannot cover a shortfall created by insufficient planning. Reallocated courses left uncovered during a given academic year due to poor planning are the responsibility of the departments to cover, not the College.
  - (7) Team-teaching will be allowed. The College will work out an accounting system for these courses.
- Each department/program will be allowed to assign teaching loads differentially across the tenured and tenure-track faculty to cover the teaching expectations of the department/ program. Changes in distributions of effort for individual faculty members will have to be approved by the College in accordance with existing guidelines and policies. The Provost's Office will not permit reallocation of

effort for tenure-track faculty for research/teaching/service from the 40/40/20 expectation, therefore, care should be taken in reallocating teaching effort for untenured faculty.

- Minimum class enrollments are 12 students in undergraduate courses and 6 students in graduate courses. If retained on a teaching schedule, courses enrolling fewer than the 12/6 minimum are taught as an addition to the instructor's regular responsibilities. If a faculty member's share of a team-taught course is less than the 12/6 minimum, the course is considered an addition to the faculty member's regular responsibilities and is taught as an overload. Any exceptions to this must be approved by the College.
  - Faculty should rotate through appropriate freshman-sophomore and/or introductory courses at least once every two years. Specific assignments should be made so that the best-suited faculty are chosen to staff appropriate instructional levels.
  - The College must approve all department/program teaching plans before they can be adopted. **The College reserves the right to discontinue this flexible teaching assignment plan for individual units in the future if circumstances warrant.**
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College of Liberal Arts and Sciences, Dean's Office

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09/22/2015: Updated CLP required teaching load

02/01/2012: Updated SPLH required teaching load

01/01/2009: Approved by the Dean of the College of Liberal Arts & Sciences