

Department of Classical Studies
Faculty Workload Policy
Revised February 13, 2022

Introduction

The College of Arts and Sciences Guidelines for Tenure and Promotion (approved by the College Assembly, October 25, 2010; revised April 4, 2011, and April 7, 2015) state:

Teaching and learning are the most fundamental activities of College Faculty. The College holds to the scholar-teacher-participant model of faculty responsibility and expects a record to provide evidence of significant achievement in scholarly or creative work, teaching, and service.

The Department of Classical Studies endorses this principle and accepts the University's traditional areas of Teaching, Research and Service as the basic areas for review. We also recognize that, over the course of a faculty member's career, there may be times when it is appropriate and even advisable to concentrate for a period of time on one of these areas more heavily than the others. In general, the department expects excellent and committed teaching, an ongoing program of original scholarship leading to publication in venues of high quality as recognized by our discipline, and responsible service.

The following workload policy aims to be consistent with the College of Arts and Sciences Teaching Workload Guidelines (Approved December 9, 2021) and to ensure the following:

1. Equity in overall workloads among faculty with different allocations of time to teaching, research, service, outreach, and other obligations to the Department, College, University and profession.
2. Equity in eligibility for salary increases for faculty with different patterns of contribution, based on the Department's procedures for merit assessment.
3. Equal promotion opportunities for Associate Professors with different profiles, consistent with the College Promotion and Tenure Guidelines.

The normal teaching assignment for tenured and tenure-track faculty in the Department of Classical Studies is 18 semester hours per year (6 courses); the normal teaching load for visiting assistant professors is 9 semester hours (3 courses) each semester; the normal teaching assignment for lecturers is 12 semester hours (4 courses) each semester. Provided that departmental productivity goals can still be met, these normal assignments may be modified in consultation with the Department Head as follows:

Course Load Reductions

1. The Department Head receives a two-course reduction for administrative work in the department.

2. The Director of Undergraduate Studies, who may be the Department Head, receives a one-course reduction.

3. Pending the number of additional course releases allocated to the Department by the College, a faculty member may petition the Department Head for consideration of a course release for one of the scenarios stated below. Such a petition may be granted if departmental staffing needs are met. Every effort will be made to ensure equitable distribution of this additional release among meritorious faculty members who have requested it.

- A faculty member who has consistently assumed extra teaching or service duties over a period of time.
- Faculty members who take on substantial time-consuming work including (but not limited to) mentoring or overseeing student projects such as honors theses, doing a special project in the area of curriculum development (e.g. developing an on-line course), doing the required preparatory work for taking students abroad, directing a field project, doing institutional or professional service, or being at a critical stage in a major research project.

4. Any tenured or tenure-track faculty member who receives external funding may petition the Department Head to buy out one or more courses during the academic year, with the understanding that approval may be subject to the availability of an appropriate, qualified faculty member to teach the course(s) being bought out and that all faculty must teach at least one course per semester unless on research assignment. A faculty member who buys out some of his or her courses in this way in a given semester is expected to maintain service responsibilities.

No entitlement.

Nothing in this workload policy shall create entitlement to course reductions for any faculty member.