

## WORKLOAD POLICY

Department of Theological Studies<sup>1</sup>

### I. PREAMBLE

It is the responsibility of the Department Chair to assign faculty members to activities that will 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

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:



- 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 \_\_\_\_\_ 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 \_\_\_\_\_ 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.

