The Workload Policy of the College of Natural Sciences is designed to provide academic units with considerable autonomy and flexibility in deciding how to distribute teaching loads among their faculty.

The full-time workload for someone who is hired solely to teach organized courses is six organized classes per academic year (or the equivalent of 18 semester credit hours of instruction in organized undergraduate classes). Tenured and tenure-track faculty members are expected to teach in other ways, including individual instruction, and to assume additional responsibilities, particularly research and service. Satisfactory performance of these additional duties will reduce the obligation to do formal classroom teaching.

The departmental Work Load Advisory Committee (WLAC), Chairman of the Department, in consultation with the Director of the School (if applicable) and the Office of the Dean, will be responsible for determining the organized-course teaching load for each faculty member and for assuring that the teaching responsibilities of the unit are fulfilled.

Teaching assignments for tenured and tenure-track faculty will be made, with the approval of the Dean of the College, based on an assessment by the WLAC and the unit head of the extent of a faculty member’s activities in addition to formal organized course instruction and the benefit of these additional activities to The University. It is understood that assignment of faculty to duties other than formal organized teaching duties must not negatively impact fulfillment of the instructional responsibilities of the unit. Instructional responsibility includes providing undergraduate courses for both majors and non-majors such that student requirements for graduation can be reasonably completed in four years and offering graduate courses consistent with a reasonable graduate curriculum in the discipline.

Activities that can result in a reduced formal teaching load include, but are not limited to:

1. Extensive involvement in research as indicated by:
   a. Direct production of distinguished scholarship and research in the form of publications in refereed journals, refereed chapters, invited chapters
   b. Participation in invited symposia, conferences and meetings and inclusion of research results in refereed proceedings from such meetings
   c. Publication of a monograph or an academic book
   d. Supervision of research personnel such as postdoctoral associates, research scientists, technicians and undergraduate workers in research projects
   e. Training and supervision of graduate and undergraduate students in research
   f. Research grant and contract support, especially highly competitive federal grants
2. Service
   a. Substantial departmental service such as serving as Departmental Chair, Graduate Advisor, Associate Chair, chair of major working committees
   b. Service on local or national review panels, site visits, advisory panels
   c. Journal editorships, leadership positions in national professional organizations

3. Special Aspects of Teaching
   a. Individual instruction of graduate and undergraduate students
   b. Very high number of semester credit hours taught
   c. Laboratory or field-based teaching that requires extra hours of supervision or involvement with a class
   d. Special seminars to enhance student learning or university experience
   e. New course development

4. Fellowship support
   a. Faculty members are eligible to obtain one semester of teaching relief per academic year if appointed as a Chair’s Fellow. Chair’s Fellow appointments are made upon recommendation of the departmental chair. Chair’s Fellow appointments require the approval of the relevant chairperson, school director, and Dean. The number assigned may be UP TO 1/ every 15 FTE tenured and tenure track faculty (not including members of organized research units who have other fellowships), as long as the teaching obligations of the department can be met without additional expense. ORU directors must obtain approval from relevant academic unit for fellowship awards. ORU units eligible to assign fellowships are ICMB and INS/CLM. (Note that, for those departments/sections that receive ORU fellowships, the counting of FTE faculty for the purpose of allotting Chairs Fellows must be done as follows: the average number of ORU fellows received by the department/section for each of the past two years must be subtracted from the actual number of FTE in the department).
   b. Faculty with one semester teaching relief from any source will be expected to teach an undergraduate course or a core graduate course in the alternate semester; any exceptions should be temporary.

Our workload system provides flexibility for faculty to contribute to instruction and research. Tenured and tenure-track faculty will have the option of teaching more courses in one long semester than the other each academic year, even to the extent of having no formal teaching duties in some semesters. With careful planning, this can be prearranged for a year or two, restricted as necessary by the department and The University’s overall teaching needs.

We expect that faculty with active research programs will, in general, teach two or three organized courses each academic year. At least one of these courses should be an undergraduate service
course. Classes that meet at the same time and place – regardless of course number – will count as a single class for workload purposes.

A faculty member who does not have an active research program and is not making other substantial contributions to the University beyond a typical level of service, will be expected to carry an increased teaching load of 2-3 courses/semester. For instance, this increased teaching load will be required of faculty who no longer publish peer-reviewed articles with regularity and/or who fail to obtain significant external funding for their research programs. There will be an appropriate period to permit such faculty members to reinvigorate their programs, and it will be the responsibility of the Department Chair and the WLAC to decide when a faculty member needs to have his or her teaching load increased.

Once each year, the advisory committee will evaluate the research, teaching and service activity of each tenure-stream faculty member. Cases that consistently fall to minimal productivity over a 3-year period will be assigned an additional course the following year.

A faculty member may take a semester leave by paying his/her full salary in a given semester with permission of the chairman, director (if applicable), advisory committee, dean and Provost. It is anticipated that permission will be granted as long as the leave does not negatively affect the teaching mission of the unit and the individual has taught a normal, full load prior to taking the leave.

Nontenure-Stream Faculty

The primary role of non-tenure-stream faculty is teaching. Nevertheless, opportunities should be made available for career advancement and promotion, where possible. Every non-tenure-stream faculty member is expected to teach three organized courses each semester. Non-tenure stream faculty members who are in a major service role can have his/her teaching load reduced by one course during the semester of additional service.

Non-tenure stream faculty may apply to have their teaching load reduced prior to the year in which the reduced load is taken. Awards of reduced loads will be made on the basis of proposed service activity, or extraordinary teaching activity. Reduced loads will only be granted if curriculum delivery is not negatively affected by the course reduction.