

Overview of Department Teaching Workload

Annual Deadline: Early March

Departments are responsible for ensuring that their tenured and tenure-track faculty cover a minimum number of undergraduate courses each year. This minimum number, called the “*department teaching workload*,” is determined using the process below. Decisions about which faculty teach which courses are left entirely to the departments. All faculty are expected to teach at least one course per year.

I. Level of Research Activity

Departments are responsible for indicating the research activity level for each of its tenured and tenure-track faculty in Filemaker. Each research activity level carries a particular teaching load, as determined collaboratively by the department and the Dean’s office. The total teaching load for the department is determined by summing the teaching expectations across all faculty.

II. Course Reductions

Approved course reductions are subtracted from the total teaching load. Departments are responsible for identifying and justifying all reductions other than those for the department chair and chair’s fellows.

- **Department Chair:** Each department chair is expected to teach one course per year. Reductions are allocated accordingly, based on the chair’s otherwise expected teaching load.
- **Chair’s Fellows:** Each department will be awarded a number of chair’s fellows. The chair’s fellows can be grouped and used at the chair’s discretion. The department allocation is determined as follows.
 - Research: one course reduction for every 15 research-active faculty teaching 1-1 or greater
 - Service: one course reduction for every 25 faculty
- **Endowment Chair/External Funding Buyout:** The equivalent course reduction will be based on proportion of salary paid for by those funds.
- **FRA:** Each FRA that is awarded is equivalent to one course reduction.
- **Other:** Any course reductions that are part of offer or retention letters should be listed here. This is also the section where reductions for university service (e.g., vice provost), FMLA, teaching commitments to other colleges, or adjustments for previous overloads should be noted. Reductions in this section are subject to review and approval.

III. Determining Department Workload

A final *department teaching load* is calculated by subtracting approved course reductions from the total teaching load for the department. Of this total number of courses, **75% must be taught at the undergraduate level.**

Example: A department is expected to teach 100 courses based on the above calculations. Based on the 75% rule, 75 of these courses must be at the undergraduate level. Let’s assume the department is approved to offer a total of 90 undergraduate courses. To cover the 15 surplus courses, the department will be approved for 15 non-tenure track workload slots.