

Workload Policy

1 Standard Workload

Full-time Geography faculty members are expected to engage in teaching, research, and service as specified below. These activities constitute the workload during the academic year (Fall and Spring semesters; see section 3.1 of the University Faculty Handbook).

- a) *Teaching*. The teaching of graduate and undergraduate students ranks among the highest priorities of the Department and is of central importance in formulating faculty workloads. The standard course teaching workload for tenured and tenure-track faculty is six credit-contact-hours each week during each fall and spring semester in areas deemed necessary by the Chair. These activities typically constitute 50 percent of a faculty member's workload. Conversion of other teaching activities, including advisement, into credit - contact-hours for determination of additional teaching workload is specified in the current Collective Bargaining Agreement.
- b) *Research*. Like teaching, scholarly research and publication in refereed journals, monographs and books is a significant and important component of faculty workload. Each faculty member is expected to engage in scholarly research that leads to publication and to obtain extramural funding for his or her research. Such research typically constitutes 40 percent of each faculty member's workload.
- c) *Service*. Each faculty member is expected to serve the Department, College, University, scholarly organizations, government and/or the community in ways best suited to the faculty member's talents. These activities typically constitute 10 percent of each faculty member's workload.

2 Modified Workloads

Nonstandard dispositions of time allocated to teaching, research and service are possible. Such dispositions may be approved by the Chair under the following circumstances summarized below.

- a) *Emphasis on research*. When department teaching obligations permit, the Chair may assign one course-load reduction of three credit-contact hours per week for one semester for a faculty member who can demonstrate extraordinary levels of scholarly activity that require more than the typical 40% workload effort to accomplish. Such research activity would typically involve extramural funding that includes support for a graduate assistantship, but may

also include other forms of major funded activity, scholarly pursuits that involve preparation of a major book for publication, or development of creative methods that communicate research results in new and innovative ways. When the Chair grants a course reduction, workload percentages shall be adjusted to reflect the increased research effort. The Chair can grant or deny any such request on the basis of its effect on the programmatic interests of the Department.

- b) *Emphasis on teaching.* A tenured faculty member who wishes to redirect workload effort towards a greater involvement in teaching above the typical 50% may ask to teach additional credit-contact hours each week, during the academic year. If agreed to by the Chair, the faculty member's teaching workload percentage will increase in proportion to the number of credit-contact hours added with a concomitant reduction in research effort. However, it is expected that such an adjustment would not be so great as to eliminate the faculty member's responsibility to contribute to a program of scholarly research leading to publication. If a faculty member's lack of research productivity over a number of years suggests he or she has ceased to pursue a research program that leads to publication, the Chair may assign additional teaching credit-contact hours (relative to the standard load). Before taking such an action, the Chair must first inform the faculty member in a prior faculty evaluation of the intention to increase the teaching workload. The faculty member has the option of requesting a peer review of his/her research quality and productivity and the Chair will appoint an ad hoc committee of departmental faculty for that purpose. The recommendation of the ad hoc committee regarding the proposed action by the Chair is advisory; the Chair has the final responsibility for any change in the faculty member's workload.
- c) *Emphasis on service.* With prior approval from the Chair, a faculty member who assumes extraordinarily demanding service commitments, which are of considerable benefit to the Department, may request a teaching load or research-effort reduction from the Chair. Such service may include extraordinary professional obligations, such as serving as a major officer in a professional society, or University obligations that require significant investments of time. If granted, the faculty member's workload percentages shall be adjusted to reflect the increased service effort, and a decreased research or teaching effort.
- d) *Summer Scholarship and Research.* Tenure track and continuing non-tenure track faculty members may request a program of "summer research and scholarship" as part of their individual workload plans. If the request is granted, the workload percentages of the faculty member will be modified appropriately for that year (see Section 4.3.4 in the University of Delaware Faculty Handbook).

- e) *Other modifications.* The Chair shall have the flexibility to average workloads over several semesters or years in order to assign fairly courses normally taught by faculty who are on sabbatical or other leave, account for co- or team-taught courses, or take into consideration courses whose time requirements are substantially greater or less than the three credit-contact hour standard. The Chair may also reduce the workload of a faculty member for unusual personal circumstances in consultation with the Dean on a case-by-case basis.

- f) *Chair's obligation to advise the faculty.* While it remains the chair's prerogative to assign faculty workloads, it is expected that the Chair will advise the Department faculty prior to taking any action that modifies a faculty member's workload from the Department standard.

3 Modifications

Changes to this workload policy must be approved by a majority vote of the tenure-track faculty in accordance with the departmental Bylaws, the Dean, the AAUP and the Provost. This document will be provided to all new faculty members upon their appointment.

Legislative History

- Discussion and revisions – September through October 2011
- Approved by Geography faculty – November 2011
- Discussion by CEOE Academic Council – September through November 2013
- Approved CEOE Academic Council – December 2013