

## ***WORKLOAD POLICY***

The Department of Sociology and Criminal Justice combines a variety of instructional and research activities that define its mission and contributions to the College of Arts and Sciences and to the University. The Department has two undergraduate majors, two M.A. programs, two Ph.D. programs and a research center, and is affiliated with a second research center. As a result, the Department's faculty members come from a variety of scholarly disciplines. They have different intellectual backgrounds, different styles of scholarship, and different roles in fulfilling the Department's mission. The Department's workload policy seeks to enable individual faculty members to contribute to the Department's mission in a manner that recognizes and values these differences.

Workload is defined as the total of **teaching and advising, research and scholarship**, and **service** activities performed over the academic year. These activities include:

- A. Teaching and Advising
  - i. Instruction in regular academic courses
  - ii. Developing new courses
  - iii. Supervision of theses and dissertations
  - iv. Supervision of special problems courses
  - v. Undergraduate and graduate student advising
  - vi. Participation in additional instructional activities such as honors sections of classes, independent studies, internships and coordinating lecture series
  
- B. Research and Scholarship
  - i. Publications
  - ii. Pursuit and receipt of grants, contracts and other support for research
  - iii. Presentations in professional forums
  - iv. Progress on long-term projects demonstrated through data collection, data analysis or written work
  
- C. Service
  - i. Service to department: committee and departmental assignments
  - ii. Service to university: committee and university assignments
  - iii. Service to profession: consultation, editorial services, offices held, organizing sessions at professional meetings, etc.
  - iv. Service to community: civic committees, boards, commissions, consultation services, appearances before community groups, state, national, and international organizations, etc.

The Unit's typical workload distribution for tenured/tenure-track faculty is allocated as 40% research, 50% advising and teaching, normally including two courses (six credit-contact hours) per semester, and 10% service. The Department chairperson and each faculty member will work together during the faculty member's annual appraisal to develop a workload plan for each semester. These assignments will be consistent with the governing Collective Bargaining Agreement (e.g., Article XI in the CBA for 2016-

2021) and with the “Faculty Workload Policy” found within the *University of Delaware Faculty Handbook* (Section 4.3). Merit reviews will be weighted according to the contracted distribution of effort. Promotion decisions should also reflect the distribution of effort over the period under review.

#### Exceptions to Typical Distribution of Effort

1. By mutual agreement between the Department chairperson and an individual faculty member, the percentage distribution of effort may be altered to accommodate: 1) special administrative or service assignments such as serving as Associate Chair, Director of Graduate Studies, or director of a research center or an interdisciplinary program, 2) sabbatical leave or reduction in teaching due to course buyouts as part of grant-funded research, or 3) other teaching, research or service duties that shift one’s balance of work responsibilities (e.g., teaching an additional course in one semester with a corresponding reduction the following semester).
2. As a doctoral-granting department in a research university, it is expected that all faculty will maintain scholarly and research activities resulting in publication. Tenured faculty who do not continue such scholarly activity may be asked by the Department chairperson to teach one or more additional courses in an academic year if they have not published a book or substantial article or chapter in the previous two years. Accommodations will be made for demonstrated progress on long-term projects (substantial data collection, new material added to an ongoing book manuscript, significant external grant applications).

In order to allow tenure-track assistant professors adequate time to compile the scholarly record that will be expected for tenure, they will not be asked to teach more than four regular-semester classes per academic year

3. In accord with “Personnel Policies for Faculty” (*University of Delaware Faculty Handbook*, Section 4.3.4), faculty have the option of requesting that summer research be included in their individual workload plan. By including summer research, the research portion of the workload may be increased relative to teaching and service.
4. Continuing Track faculty will negotiate a workload distribution with the Department chair. The typical workload for these faculty will be twelve credit-contact hours per semester. If the Continuing Track faculty member is expected to perform research, service or advising activities beyond that expected of all University faculty (see *University of Delaware Faculty Handbook*, 4.3.3, “Expectations of All Faculty”), the negotiated full-time workload will be adjusted down from twelve credits per semester to accommodate these additional responsibilities.

5. When a faculty member is unable to perform work that has been assigned during the annual planning process (e.g., when a class fails to enroll a sufficient number of students to “make”), the Department chair will consult with the faculty member before reassignment to alternate work to fulfill the workload of the faculty member. This reassignment may involve teaching a different course that semester or additional teaching in a subsequent semester.

*(Approved at the April 4<sup>th</sup>, 2018 Department Meeting)*