

Replace the department's current Workload Policy with the following:

Philosophy Department Workload Policy

The department recommends that in assigning and calculating workload, the chair be guided by the following principles:

In the Department of Philosophy, a 12-hour workload will be considered normal. Each member of the faculty should account for 12 hours per semester from the sources detailed below. The chief goals of this policy are to ensure compliance with relevant university policy, to ensure compliance with the faculty contract, and to provide equitable workloads for all faculty members. Faculty members will track their own workload each semester, and should submit a short report on their workload to the department at the beginning of each semester. These records will be kept on file in the department office, and will be available for all faculty members. All workload credits detailed below are credits for work done in one semester. In any case where a variable number of credits are specified by this policy, the department will recommend to the department chair how such credits shall be assigned, and the chair should report to the department how such credits were actually assigned.

Lecturing/Teaching:

Each credit hour of an undergraduate course for which a faculty member is the primary instructor should count one hour towards the faculty member's workload. If several faculty members are team-teaching a course (each instructor attends every class meeting and all instructors are jointly responsible for the entire course), they should all receive full credit for the course. If two or more faculty members are sharing a course (each instructor attends and is responsible for only some of the class meetings, possibly under the coordination of a single faculty member), they shall jointly decide how the hours for that course should be allocated between them in consultation with the department chair. If the course is a standard course, the maximum number of students should be 45, except by agreement of the instructor. If the course is at the 4000-level or is a writing-intensive course, the maximum number of students should be 25, except by agreement of the instructor. If the course is at the 5000-level or above, the maximum number of students should be 15, except by the agreement of the instructor.

Large Classes:

If a faculty member is teaching a standard course with more than 45 students, or a 4000-level or writing-intensive course with more than 25 students, he or she should receive additional workload credit over and above the amount described in the paragraph immediately above. For enrollments not significantly lower than two times the above numbers, the faculty member should be credited with two workload credit hours per credit hour of the course. For enrollments not significantly lower than three times the above numbers, the faculty member should be credited with three workload credit hours per credit hour of the course. Faculty members who coordinate a multiple-section course should receive an additional hour of workload credit over and above any credits they would otherwise receive.

Advanced Classes:

If a faculty member is teaching a course at the 5000 level or higher with up to 15 students, then

he or she should receive one hour of workload credit per credit hour plus one additional hour of workload credit. If a class at the 5000 level or higher has significantly more than 15 students enrolled, the faculty member should receive 2 hours of workload credit per credit hour.

Advising Individual Study:

When a faculty member is a student's advisor for an individual study, or directed reading course, one hour should be credited to the faculty member's workload per four student credit hours, except that no more than two hours should be credited for any number of students studying the same topic. No faculty member should receive more than four credits per semester for advising individual study or directed reading courses.

Thesis Supervision:

When a faculty member is a graduate student's advisor for a Master's or honors thesis, one hour should be credited to the faculty member's workload for that semester. When a faculty member other than the supervisor is acting as a reader on a thesis committee, he or she should receive one third of an hour's credit to his or her workload.

Off Campus and Evening Courses:

If a faculty member teaches an off-campus or evening course as a part of his or her regular load, he or she should receive one additional credit hour over and above the amount he or she would have received otherwise.

New Courses:

When a faculty member is teaching a course that he or she has never taught before, one-third the number of credit hours of that course should be added to the faculty member's credit hours. If the course is a graduate course (at the 5000 level or above), the faculty member should receive additional workload credit equal to half the number of credit hours of the course. If the new course in question is taught in a Summer I or Summer II, the additional credit should be applied in the following Fall or Spring semesters.

Revising courses:

When a faculty member is preparing to teach a course that he or she has not taught for more than three full years, or when he or she is preparing to teach a course that must be substantially revised for other reasons, one quarter the number of credit hours of that course should be added to the faculty member's workload credit.

Excess preparations:

If a faculty member is teaching more than two different courses in a given semester, he or she should receive one workload credit per different course greater than two.

Graduate Admissions Officer and TA Director

If a faculty member is serving as the department's graduate advisor or graduate admissions officer, he or she should be credited one hour of workload credit. If a faculty member is the department's TA director, he or she should be credited one hour per four students directed.

Departmental Service:

Faculty members performing departmental duties requiring significant work should receive up to two hours of workload credit. These duties may include service on any departmental committees, the directorship of the Heraclitean Society, or other duties performed on behalf of the department. Philosophy faculty working with the Ethics Center should be eligible to a share of up to four hours of workload credit per semester.

Other Service:

If a faculty member is serving as an AAUP or Faculty Senate Officer, or if he or she is serving on a university-wide or college-wide committee that requires significant time, he or she should receive 1 to 3 hours credit to his or her workload. This amount should be negotiated with the Department Chair. Similar workload credits should be allocated in similar manner for similar levels of service to national professional organizations or conferences.

Research:

The Department Chair may allocate such research release time as is available to the department to individual faculty members. This time should be allocated in a fair and equitable manner among those members of the faculty who are actively engaged in research. New faculty are also eligible.

Buy-Out:

If a faculty member has a grant or other source of funding, he or she may buy out his or her time from the department as specified by the relevant university policies. This buyout may be in any amount, and time bought out should not be considered for the purposes of determining priority for research release time as described above.

Excess Hours:

If a faculty member has more than 12 hours of workload in one semester, the amount over 12 hours may be carried over into the next semester. Hours may be carried over in no more than two consecutive semesters (fall or winter), and the amount carried over may not be more than 6 hours. If a faculty member has fewer than 12 hours of workload in one semester, he or she may be required to make up the difference in the following semester by the department chair.

Minimum Teaching Load:

No faculty member should teach fewer than one course per semester by virtue of their non-teaching workload credits or workload credits carried over from a previous semester. Sabbatical leave and time bought out by a grant or other source of funds should not be considered as non-teaching workload credits.