

Department of Comparative Religion Workload Policy

March 17, 2011

It is the right, the responsibility, and the privilege of University faculties to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculties and procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy Statement is one means by which the faculty of this department make recommendations to Western.

The Department of Comparative Religion recommends that in assigning and calculating workload, the chair be guided by the following principles:

In the Department of Comparative Religion, a 12-credits workload will be considered normal. Each member of the faculty must account for 12 workload credits 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 and report their workload to the department in their Professional Activities Report (PAR). These records will be kept on file in the department office, and will be available to 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 credit 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 workload credits 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 workload credits for that course should be allocated between them in consultation with the department chair.

Large Classes:

If a faculty member is teaching a course with more than the approved class-size (as stipulated in the "Class-size Capacity" Policy), he or she receives additional workload credit as specified below. For enrollments significantly higher than the approved class size, up to but no greater than two times the approved numbers, the faculty member should be credited with 1.5 workload credits per credit hour of the course. For enrollments significantly higher than twice the approved numbers but no greater than three times the approved numbers, the faculty member should be credited with two workload credits per credit hour of the course. For enrollments significantly higher than three times the approved numbers, the faculty member should be credited with an additional one workload credit per additional one hundred students, up to a maximum workload credit of twice the credit hours of the

course plus one. If the faculty member is coordinating a multiple-section course, he or she should receive an additional 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 the approved numbers, then he or she should receive one workload credit per credit hour plus one additional workload credit. If a class at the 5000 level or higher has significantly more than the approved numbers enrolled, the faculty member should receive two workload credits per credit hour.

Advising Individual Study:

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

Thesis or Dissertation Supervision:

When a faculty member is a graduate student's advisor for a Master's thesis or doctoral dissertation, two workload credits should be credited to the faculty member's workload. When a faculty member is a graduate student's advisor for the program exit-exam, one workload credit should be credited to the faculty member's workload. The workload credits are only credited to the faculty member in the semester of the student's graduation. If the student graduates in the summer semesters, the workload credits will be credited to the faculty member in the fall semester. When a faculty member other than the supervisor is acting as a reader on a Master's thesis or dissertation committee, or on the program exit-exam committee, he or she should receive one third of a workload credit to his or her workload.

New Courses:

When a faculty member is preparing to teach a course that he or she has never taught before, half of the number of credit hours of that course should be added to the faculty member's workload credits.

When a faculty member is preparing for an online course for the first time and attending training sessions for setting up the course, half of the number of credit hours of that course should be added to the faculty member's workload credits.

Revising courses:

When a faculty member is preparing to teach a course that he or she has not taught for at least 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.

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.

Director of Undergraduate Studies and Director of Graduate Studies

If a faculty member is serving as the department's director of undergraduate studies or director of

graduate studies, he or she should be credited one workload credit.

Departmental Service:

Faculty members performing departmental duties requiring significant work should receive up to two workload credits. These duties may include service on any departmental committees or other duties performed on behalf of the department.

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 workload 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 have productively used earlier research release time. The order of priority for research release time should be the inverse of the length of time each eligible faculty member has gone without receiving this release time (those who are new faculty or have gone longest should have greatest priority, and those who have had research release time most recently should have the least priority).

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 workload credits in one semester, the amount over 12 credits may be carried over into the next semester. Credits may be carried over in no more than two consecutive semesters (fall or spring), and the amount carried over may not be more than 6 credits. If a faculty member has fewer than 12 workload credits 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.