

Workload Policy
Department of Geography
(February 24, 2004)

1. **Typical 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 (Autumn and Spring semesters; see section III.A.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 typical teaching workload for tenured and tenure-track faculty is six credit-contact-hours each week during the fall and spring semester in areas deemed necessary by the Chair. These activities constitute 50 percent of each faculty member's typical workload. Conversion of other teaching activities into credit-contact-hours for determination of additional teaching workload is specified in Article 11.9, Footnote 3 of the 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 constitutes 40 percent of each faculty member's typical workload.

c) *Service.* Each faculty member is expected to serve the Department, College, University, scholarly organizations, government and/or community in ways best suited to the faculty member's talents. These activities constitute 10 percent of each faculty member's typical workload.

2. **Modified Workloads.** Nonstandard dispositions of time allocated to teaching, research and service are possible. Such dispositions will be approved by the Chair only under compelling circumstances, such as those summarized below.

- a) *Extramural funding.* The Chair may assign a course-load reduction of three credit-contact hours per week for one semester for a faculty member who acquires substantial extramural funding. Under exceptional circumstances, a faculty member may request a larger course-load reduction, which may be granted according to the course buyout policy of the College of Arts and Science. When the Chair grants a course reduction, workload percentages shall be adjusted to reflect the increased research (or service) effort and a decreased teaching 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 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. The Chair may also assign extra credit-contact hours (relative to the typical load) when a faculty member has demonstrated low research productivity for two consecutive years, and the faculty member's administered workload assignment does not comport with his/her actual research and scholarly contributions. In this situation, the Chair may increase the teaching or service components of the faculty member's workload. In such an instance, the faculty member may request a review of his/her research quality and productivity and the Chair will appoint an ad hoc committee for that purpose. Alternatively, the Chair may appoint such a committee, in the absence of any request from the faculty member. In all cases, the faculty member will have the opportunity to submit evidence deemed appropriate to the committee's tasks. The recommendation(s) of the ad hoc committee are advisory; the Chair has the final responsibility for any change in the faculty member's workload.
- c) *Extraordinary 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 IV.C.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.

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