

Department of Linguistics

Workload policy

(revised and faculty approved 5/96, 5/03, 10/03, 11/03, 12/03)

The Department of Linguistics was established primarily as a graduate department, and over the years has kept its commitment to superior graduate education while increasing its commitment to broad undergraduate instruction essential to the University's mission. In order to maintain and improve its standing in the field, it is critical that the major focus of the faculty workload be placed on research and teaching of graduate seminars and directing of dissertations, all the while keeping a proper balance between this focus and the faculty's substantial undergraduate efforts.

The workload policy recognizes that the proportion of effort devoted to the three traditional categories of research, teaching and service may vary on an individual basis and over time. While the Department recognizes that service to the university and the profession are important components in any faculty member's responsibilities, the nature of the Department necessitates that service, except in extraordinary cases (e.g. chairing of a particularly active University or College committee, or assuming the editorship of a major journal) not be accorded equal status with teaching and research when determining workload assignments. All workload assignment is in accordance with the Department's Promotion and Tenure document and its policy on merit increments, the University's Faculty Handbook and the Collective Bargaining Agreement.

Research

All tenured and tenure-track members of the Department of Linguistics are expected to engage in a vigorous research program that leads to the dissemination of the results of this research via the usual channels, including books, monographs, papers in refereed journals, presentations at national and international conferences, and colloquia at other universities as well as at the University of Delaware. Faculty members are also expected to seek and obtain external support for their research programs where appropriate.

These research responsibilities, taken together, typically constitute from 35% to 40% of a faculty member's total workload, per semester for the academic year.

Teaching

Another avenue for the dissemination of research results is that provided by the teaching of advanced seminars. It is therefore expected that faculty members in the Department of Linguistics will develop and offer on a regular basis, doctoral seminars in their particular areas of expertise. It is understood that the preparation time for seminars and the need to meet with students on a regular basis in order to advise them on their research demands a great deal of effort on the part of the faculty member. In addition, faculty members are expected to serve as supervisors of dissertations and to serve as readers on dissertation committees. The faculty members in Linguistics are also expected to serve as advisors for Qualifying Papers, which are to be of publishable quality. It is understood that while this does not require as extensive a period of time as does the dissertation, it nevertheless requires as intensive an effort as does supervising a dissertation. The Chair will also take into consideration this fact when determining a faculty member's workload.

In accordance with the collective bargaining agreement Article 11.9, footnote 3, dissertations count as 2 credit-contact hours in the semester in which the degree is awarded. Qualifying Papers, since they do not require as extensive a period of time as dissertations, count as individual instruction for 1/2 credit-contact hour in the semester in which the paper is accepted.

Because of the nature of the Department of Linguistics, the typical teaching workload for research-active tenured and tenure-track faculty members is two three-credit-contact-hour courses per semester, which constitutes 50% of a faculty member's total workload, per semester for the academic year. Appropriate

adjustments to a faculty member's workload percentages will be made for the supervision of dissertations and Qualifying Papers, in accordance with the Collective Bargaining Agreement. Faculty members are also expected to undertake other teaching-related activities as outlined in the Faculty Handbook.

Service

Faculty members are expected to serve the Department, College, University and the broader community as outlined in the Faculty Handbook.

The service activities typically constitute from 10% to 15% of a faculty member's total workload, per semester for the academic year.

Modified workloads

If a faculty member does not engage in an appropriate research program and does not participate in the supervision of dissertations and qualifying papers, or if other circumstances prevent the faculty member from performing the workload that has been assigned, the Chair may, in consultation with the faculty member, adjust the workload appropriately.

Some examples of non-standard workload assignments are given below. This list is not exhaustive. All cases of modified workloads must be in accordance with the Collective Bargaining Agreement and require the consent of the Chair. The faculty member's workload percentages will be adjusted accordingly.

□ **Course buy-outs.** Teaching workload can be reduced through direct buy-out, as per the College of Arts and Science buy-out policy. Buy-outs can also be effected through the generation of funds equivalent to those required by the buy-out policy through the department's share of indirect costs generated by extramurally funded research grants.

□ **Emphasis on teaching.** A tenured faculty member may ask to emphasize teaching and de-emphasize research in his or her workload, and thereby ask to teach one or more additional courses during the year, beyond the typical assigned teaching workload.

□ **Low research productivity.** Continued failure to conduct and disseminate research results and to supervise dissertations and qualifying papers will constitute cause for the Chair to increase the faculty member's workload in teaching and/or service. Although the Chair has discretion in making this determination, in general low research productivity is defined as either a peer review finding deficient research productivity or the failure to meet the criteria for research productivity in the department's merit and promotion and tenure documents in two consecutive annual reviews.

Faculty members who are engaged in large scale projects spanning a number of years (e.g. books and monographs), may request that their research performance be evaluated on an "averaged" or multi-year basis. The specifics of the averaging will be determined jointly by the Chair and the faculty member in question. It will be the responsibility of the faculty member to provide the Chair with evidence of reasonable progress in such projects.

□ **Extraordinary service.** A faculty member who undertakes an extraordinary service role may request a teaching load or research effort reduction.

Summer Research Option

The Department of Linguistics does not allow modified workload calculations based on the Summer Research Option described in The Handbook for Faculty, Section 4: Workload and Evaluation.

Revisions

Any modification to this workload policy must be approved by a majority vote of the faculty, in accordance with the departmental Bylaws, and by the Dean, the AAUP and the Provost.

Dissemination

The Workload Policy will be provided to new faculty members upon their appointment.