

Workload Policy for the Department of Philosophy

1. A typical assigned workload for a full-time tenure-track faculty member includes teaching, research, and service as specified below.

As is clear from the *Faculty Handbook* (III.A.1), all full-time, tenure-track faculty members are expected to engage in teaching, scholarship and service, throughout the year. Although normal teaching in-load takes place in fall and spring semesters, responsibilities of faculty members do not cease at other times of the year. It is expected that summers will be used for “reading, study, research, and travel related to professional development as well as for a reasonable period of relaxation.”

The typical workload in philosophy is based upon the following standard expectations in teaching, research, and service.

Teaching

The typical administered teaching load for full-time tenured and tenure-track faculty is 3-2 (three three-credit contact hour courses one semester, and two three-credit contact hour courses the next...throughout all references to numbers of courses refers to three-credit courses unless otherwise specified). This teaching is in-load and takes place fall and spring semesters. Regular courses typically are three credit courses (for exceptions see ft. nt. 3, p. 20 of the current CBA). Each faculty member is expected to advise students and to keep a minimum of three office hours per week for this purpose. Each faculty member is expected to undertake such other teaching-related activities normally expected of faculty members at major American universities. A 3-2 teaching load (fall and spring consecutively) constitutes 75% and 50 % workload, respectively or *62.5% for the year. (*This number can change, if one assigns a portion of one’s summer to in-load research.)

Scholarship

The production of original scholarship and its publication and/or presentation in books journals, proceedings and at conferences is a typical expectation of full-time tenured or tenure-track faculty, and is a significant component of faculty workload. Each faculty member is expected to engage in scholarly research that leads to publication on a regular basis. When possible, faculty members are encouraged to explore extramural funding as well. Typically a faculty member may publish and/or present between one and three scholarly articles or chapters per year in academic presses, journals, and conference proceedings, conferences and invited lectures. Over the course of three years, a typical faculty member would publish and/or present between three and nine scholarly articles or chapters (above three would be considered above the norm and below three would be considered below the norm). Maintaining the typical scholarly output would normally constitute *27.5% of effort annually. (*This number may rise, if one assigns a portion of summer to in-load research.)

Service

Each full-time tenured or tenure-track member of the department is expected to serve the department, college, university, profession, and broader community in ways best suited to the faculty member’s talents and the needs of these constituents. General service obligations include, but are not limited to, participation in faculty governance and in the development and effective conduct of academic program. In addition, it includes attendance and participation in important departmental, college, and university activities that may arise, such as special recruitment activities, special meetings, and other important academic events that require faculty participation. These activities typically constitute 10% of faculty standard workload. (*This number can change, if one assigns a portion of one’s summer to in-load research.)

2. Modified tenured/tenure-track faculty workloads.

Administered workloads are not automatic, but must accord with the actual contributions of the faculty members who are assigned such workloads. Thus, workload assignments to support research and scholarship must, over time, be reflected in research and scholarly productivity commensurate with that workload responsibility. The chair may approve non-standard workloads that are otherwise consistent with the Collective Bargaining Agreement, Faculty Handbook, University and Departmental Policies and Procedures.

Examples of specific circumstances that may warrant variation from a typical load include:

- a. **Emphasis on Teaching:** A tenured faculty member may ask to emphasize teaching and de-emphasize research in his/her workload and thereby ask to teach one or more additional courses during the year beyond the typical assigned workload. If the chair accepts this proposal, the faculty member will be assigned additional courses and will have his or her teaching workload percentage adjusted accordingly.
- b. **Low Research Productivity:** When a faculty member's administered workload assignment does not comport with his/her actual research and scholarly contributions, the chair may increase the teaching or service components of that 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. The composition of the review committee will be decided by the chair and its recommendation will be advisory. Furthermore, at any time, upon the request of the faculty member on an increased teaching load for reasons of low research productivity, the chair will re-evaluate the faculty member's prior productivity for up to five years to determine whether the productivity still counts as "low." Alternatively the chair may appoint a review committee, in the absence of any request from the faculty member. In all cases, the faculty member will have the opportunity to submit any evidence deemed appropriate to the committee's tasks. The recommendation(s) of the ad-hoc committee are advisory; the chair has final responsibility for any change in a faculty member's workload. Although the chair has discretion in making this determination, in general productivity low enough to warrant this action is defined as fewer than three significant publications and/or scholarly presentations or the equivalent over five years. (Usually, publication of books may be equivalent to publication of 3-5 articles, depending on the nature of the book and press.) Again, teaching percentages and expectations would be adjusted, accordingly, for the period of modified workload. The chair may assign extra teaching or service (beyond the faculty member's current administered load) to members whose research productivity slips consistently below the research productivity of those on the typical load for the prior period of up to five years. If increased, usually, annual teaching would increase by one course, for reasons of insufficient research productivity. The chair would make every effort to help the faculty member re-generate his/her research productivity in order to stay on or return to the typical teaching load (or to the agreed upon teaching load for that particular faculty member, if the person is on an otherwise adjusted load). In evaluating research productivity, the chair will take into consideration the fact that in philosophy, journals and presses are slow to evaluate submissions and publish manuscripts. It is common in philosophy for a journal to take up to nine months to review an article and for presses to take up to a year to review a book manuscript. Even after acceptance of an article or book, publication can take up to a year or two. This time lag from manuscript preparation to publication is the norm in our profession, and should be taken into account in evaluating research productivity and administering teaching and service, for reasons of low research productivity.
- c. **High Research Productivity:** The chair may assign a reduction of one or more courses (below the typical administered load) to faculty members whose research productivity rises consistently above the normal productivity of those on the typical load for a sustained period of time. Although the chair has discretion in making this determination, in general, sustained high productivity sufficient to warrant this action is defined as more than five significant publications or the equivalent over three years. (Usually, publication of books may be equivalent to publication of between 3-5 articles, depending on

the nature of the book and press.) Teaching (research) percentages would be adjusted, accordingly for the period of modified workload.

- d. Other modifications: As long as he/she acts in ways that are otherwise consistent with the Collective Bargaining Agreement, University and Departmental Policies, the chair retains the flexibility to average workloads over semesters or years. This most likely will occur when it is necessary to assign courses to cover for faculty who are on sabbatical or other leave, to account for co- or team-taught courses, or to take into consideration courses whose time requirements are substantially more (or less) than the standard 3 contact hours. Scheduled individual special problems and theses, and individual instruction will be accredited as per ft. nt. 3, p. 20 of the CBA. In no case will the chair assign a workload that exceeds the limitations specified by the Collective Bargaining Agreement without the informed written consent of the faculty member. As per the CBA¹, no faculty member's teaching workload will (without the consent of the faculty member) be such as to preclude a reasonable opportunity of promotion (or satisfactory peer review) according to departmental promotion and tenure criteria, on the assumption that the teaching workload constitutes x% (x = credit contact hours per semester/12)² of the faculty member's total workload³. If a teaching assignment results in an overload, extra compensation will be given at the prevailing rate.

(Notes: 1. As per Sections 11.5 and 11.6 of the current CBA and Section 4.7 of the Faculty Handbook.

2. As per Section 11.9 of current CBA.

3. As per Section 11.4 of Current CBA.)

3. Summer Program of Sponsored or Un-sponsored Scholarship and Research

Tenured and tenure-track faculty on 9-month academic appointments may request that performance in a summer program of research (sponsored or un-sponsored) be included in the annual faculty evaluation. The faculty member must make the request for inclusion of such a program to the chair on an annual basis during the workload planning process. The chair may turn down the faculty member's proposal on substantive grounds related to the content of the proposal, the appropriateness of the proposed program as part of the workload for the faculty member, or the department's needs and priorities. If the request is granted, the agreement must be documented as part of the individual's workload plan for the subsequent year. Documentation must include a statement of the summer program of scholarship and research, and the expected products of that program, and it must stipulate the duration of the summer program (up to three months). When it has been an agreed part of the faculty member's annual workload plan, the summer program of scholarship and research must be considered in computing the overall percentage distribution of faculty effort in teaching, research, and service for the year, with a weighting appropriate to the agreed duration of the summer program.

4. Conditions for reassignment of workload

When any faculty member (tenured, or tenure-track) is unable to perform the work that has been assigned during the annual planning process, the chair is responsible for assigning alternative work that in his/her judgment is appropriate to ensure that the faculty member meets his/her full obligation to the Department. Such reassignment may occur, for instance, when a scheduled course fails to enroll a sufficient number of students to "make." The chair might, in these circumstances, assign the faculty member to teach a new section of an oversubscribed course for which he/she is qualified or assign the faculty member additional teaching in a subsequent semester. Reassignment to alternative work can occur whenever it becomes clear to the chair that a faculty member has proved unable or incapable of discharging any element (teaching, research, service) of the original workload plan and there has been consultation with the faculty member.

5. Modifications of workload policy

Any modifications of this workload policy must be approved by a majority vote of the faculty in accordance with the department's by-laws, the dean, the AAUP, and the Provost.

6. New Faculty

The workload policy will be provided to new faculty, when the offer of appointment is made.