

## WORKLOAD POLICY FOR WOMEN'S STUDIES PROGRAM

1. The typical workload policy for continuing non-tenure track instructional faculty in the Women's Studies Program is comprised entirely of teaching and teaching-related activities. Continuing non-tenure track faculty will typically be assigned four courses each fall and spring semester in areas deemed necessary by the Director. Special problems and independent studies are not considered to be regular courses.<sup>1</sup> Each continuing non-tenure track faculty member is also expected to advise students and to keep a minimum of six office hours per week for this purpose. Each continuing non-tenure track faculty member is also expected to undertake such other teaching-related activities as are normally expected of a faculty member at a major American university, such as attendance at Program functions, participation in curricular planning, student recruitment, safety training, and so forth.
2. In keeping with the "Administered Workload Policy" in Section 4 of The Faculty Handbook, workloads may depart from the standard "to reflect an optimal utilization of the talents and contributions of faculty in accord with the academic and program needs" of the unit, and to provide "the faculty's opportunities for professional development and achievement." In administering workloads, "the total obligations of the unit must be met with existing teaching personnel." Workloads may be administered for service assignments that exceed those specified under "Expectations of All Faculty" or for activities that fall outside of the envelope of teaching related activities.
3. When any continuing non-tenure track-faculty member is unable to perform the work that has been assigned during the annual planning process, the Director is responsible for assigning alternative work that in his or her judgment is appropriate to ensure that the faculty member meets his or her full obligation to the Program. Such reassignment may occur, for instance, when a scheduled course fails to enroll a sufficient number of students to "make." The Director might, in these circumstances, assign the faculty member to teach a new section of an oversubscribed course for which he or 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 Director that a faculty member has proved incapable of discharging any element of the original workload plan and their has been consultation with the faculty member.
4. In accordance with the University of Delaware Faculty Handbook, Section III, F. 4, all faculty members have the option to request that their summer research efforts be included in their individual work plans. If the summer option is requested and approved by the director, the

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<sup>1</sup> Each hour spent in scheduled classroom teaching counts a 1 credit-contact hour. Each hour spent in scheduled laboratory, field or clinical instructional and individual instruction counts as    credit-contact hour. Scheduled individual special problems and theses count as 1 credit-contact hour, and dissertations count as 2 credit-contact hours. For individual instruction, individual special problems, theses and dissertations, the faculty only receive credit in the semester that the student completes the project or special problem, and defends his/her thesis or dissertation. Thirty full-time undergraduate advisees are equivalent to    credit-contact hour.

Each hour spent in scheduled laboratory, filed, studio, or clinical instruction which requires the constant attendance of the faculty member for the entire scheduled hours of instruction, and does not involve the participation of teaching assistants, counts as one teaching contact hour per week.

Source: Collective Bargaining Agreement (2002 - 2005), Footnote 3, page 20

research portion of the workload may be increased and teaching and service appropriately decreased.

5. Any modification of this workload policy must be approved by a majority vote of the faculty in accord with the program's bylaws, by the Dean, the AAUP and the Provost.

The workload policy will be provided to prospective new faculty members when an offer of appointment is made.