

Department of History Workload Policy

In the College of Arts & Sciences the teaching workload for tenure-track faculty is based upon the expectation of a faculty workload of 24 semester hours, or their equivalent, per academic year, with 6 of these hours assigned to research/ creative activity. It is understood that engagement in research/creative activity and service is expected as part of the normal responsibilities of a tenure-track faculty member. All faculty who are not on research assignment are expected to teach at least one course per semester. Faculty are also routinely expected to participate in student advising to undergraduate students.

Teaching workload guideline:

- For full-time lecturers, the standard teaching load is eight three-hour courses per year (24 semester hours), or their equivalent (no research expectation).
- For Academic Professional faculty, teaching load is determined by the terms of the contract.
- For full-time visiting faculty, the standard teaching load is six three-hour courses per year (18 semester hours), or their equivalent.
- For tenure-track faculty who do not contribute to History graduate programs, the standard teaching load is six three-hour courses per year (18 semester hours), or their equivalent.
- For tenure-track faculty who contribute to the History master's programs but not the doctoral program, the standard teaching load is five three-hour courses per year (15 semester hours), or their equivalent
- For tenure-track faculty who contribute to the History doctoral program, the standard teaching load is four three-hour courses per year (12 semester hours), or their equivalent.

History department Service workload guidelines:

Tenure Stream Faculty: Tenure stream faculty are expected to serve on standing Departmental committees. Tenured faculty will sometimes chair standing Departmental committees and will also serve on College and University committees. Tenure stream faculty are expected to serve on College and University committees appropriate to rank as opportunities arise and to actively seek out service opportunities to ensure they are meeting this requirement. Attendance at departmental faculty meetings and assigned committee meetings is required. Faculty are also expected to provide professional service to the field, such as editorial contributions and reviews of article, grant, and conference submissions within their area of specialization.

Professional Track Faculty: Service assignments are negotiated with the department Head. Professional track faculty are encouraged to (but are not required to) be involved in departmental governance and other foundational departmental committees.

Standard Course Releases

- Department Head will have 2 course releases per academic year.
- Associate Head will have 1 course release per academic year.
- Undergraduate Director will have a 1 course release per academic year.
- Graduate Director will have a 1 course release per academic year.

Additional Course Releases

In the College each department is allocated a pool of course releases for other positions or departmental priorities. Typically:

- Director of Public History will have 1 course release per academic year.

Other course releases from the pool can be distributed at the discretion of the Department Head.

Course reduction based on compensation for instructional overloads. A faculty member who teaches a three-credit hour course overload in one semester is eligible to receive a comparable course reduction in another semester. Such an arrangement will be made in consultation with the Head and must be in accord with staffing and course needs.

Nothing in these guidelines shall create an entitlement to course reductions for any faculty member.

Process

1. Faculty members negotiate work assignments with the Department Head. The Head then assigns workloads, teaching assignments, and any course releases for the subsequent year when completing faculty annual evaluations in the Spring semester. The CAS Faculty Workload Assignment Form is uploaded to Faculty Success for each faculty member for approval by the Dean's office.
2. If any changes are made to individual faculty teaching workloads, these must be resubmitted with a revised department summary for approval by the Dean's office prior to being implemented.