

**Department of History Workload Guidelines  
Annual Record of Individual Faculty Credit**

**Name:**

**Academic Year:**

*Faculty will be eligible for credit according to the following scale. After accumulating 20 credits, a faculty member may be eligible for one course release. A faculty member may only request one course release per academic year. Credit will be awarded only when the activity in question is completed. Faculty members are responsible for notifying the Head at the end of each academic year of any activities worthy of credit. Although the Head will keep a tally of such activities, he/she cannot be expected to do so without the input of the relevant faculty members. Points carry over from year to year until a course release is awarded. Faculty will be awarded releases based on their total accumulated credits above the 20 credit threshold. This policy is not retroactive, and it will take effect starting in Fall 2016. Points accumulated under previous workload guidelines, approved April 25, 2012, will be carried forward.*

<b>Activity</b>	<b>Points</b>
A. Activities worth 1 unit of credit: Supervisor of internships taken for credit Member (but not chair) of a MA Comprehensive Exam Committee HIS 692 (supervision of a graduate student in conjunction with a 300-level course) Disciplinary Honors Contract Course	
B. Activities worth 2 units of credit: Member of a MA Thesis Committee Member of a PhD Comprehensive Exam Committee	
C. Activities worth 3 units of credit: HIS 401-402 (UG Independent Study) HIS 697 (Grad. Independent Study) Teaching Mentor of a PhD Instructor	
D. Activities worth 4 units of credit: Member of a PhD Dissertation Committee Leading a Study Abroad course	
E. Activities worth 5 units of credit: HIS 491, 492 or 493, plus HSS 490 (supervision of year-long UG Disciplinary Honors project) HIS 699 (supervision of MA Thesis) HIS 703/4 (supervision of MA research project)	
F. Activities worth 10 units of credit: Director of a PhD Dissertation	
<b>Total Points:</b>	