Workload Guidelines for the Department of History

The Spring 2022 revision to these guidelines are required by the CAS Dean’s Office implementing a standardized workload policy for the College in December 2021. These History Department workload guidelines accommodate the needs and mission of a PhD granting department within a Doctoral I Institution that also services two BA and two MA degree programs.

Most PhD granting departments with whom we compete nationally and every other PhD granting department in the UNCG College of Arts & Sciences operate with 2-2 base teaching loads. Because faculty contributions to our PhD and other graduate programs is variable, some tenured and tenure-track faculty who maintain active research profiles will teach a base load of 5 courses (3-2 course load) per academic year while others will teach 4 courses (2-2 course load). Variations in individual workloads will be determined based on the enumerated policies and point credit system outlined below. Our established point system (item #4 below) measures faculty contributions to our PhD and other graduate programs and will be utilized to adjust individual faculty member’s workloads to a base of 2-2 in years after they have earned sufficient points to justify that starting teaching load, as per the UNC System, Provost, and College workload policy, to wit: “For tenure-track faculty who contribute to doctoral programs, including but not limited to dissertation or dissertation-equivalent supervision, the standard teaching load is four three-hour courses per year (12 semester hours), or their equivalent.”

Our mission, to maintain excellent undergraduate, Doctoral and Masters’ programs, depends greatly on the instructional contributions of the entire History faculty, working individually and together to balance excellence in scholarship and teaching. Yearly the Head and individual faculty will define workload expectations in the “Faculty Workload Assignment Form.” All decisions will be consistent with maintaining overall instructional needs and guidelines agreed upon by the Head, Dean, and Provost.

1. **Course reduction for new assistant professors.** The History Department will grant a one-course reduction in the first year for tenure-track Assistant Professors.

2. **Course reduction for administrative assignments.** The directors of Undergraduate and Graduate Studies, the Public History Director, and the Associate Head receive an automatic one-course reduction per year.

3. **Course reduction based on compensation for instructional overloads.** A faculty member who teaches a 3 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.

4. **Course reduction credits based on faculty contributions to the PhD and other graduate programs as measured by our point system.** Faculty members with substantial responsibilities mentoring or overseeing student work will be compensated with a 2-2 base teaching load in consultation with the Head. See Appendix A.

5. **Course reduction based on additional extraordinary research or service commitments.** At the Head’s discretion, course reductions may be awarded on an ad hoc basis in cases of achievement above and beyond the department’s norms.

6. **No entitlement.** Nothing in these guidelines shall create an entitlement to course reductions for any faculty member, except as noted in guidelines 1&2 above.
Department of History Workload Guidelines (Appendix A)

After accumulating 20 credits, a faculty member will be eligible for a 2-2 base teaching load in the following 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 by submitting the Out of Classroom Teaching Responsibilities form (https://his.uncg.edu/documents/Out-of-Classroom-teaching-responsibilities.docx). Although the Head will keep a tally of such activities, he/she/they cannot be expected to do so without the input of the relevant faculty members. Points carry over from year to year until a 2-2 base course load is granted, at which point 20 points will be deducted from the running total. Points accumulated under previous workload guidelines, approved April 25, 2012 and revised in Fall 2016, will be carried forward.

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