

*Workload Guidelines for the Department of History*

*These workload guidelines accommodate the needs and mission of a PhD granting department within a Doctoral I Institution, whose institutional teaching standard is defined by the Board of Governors and the Provost to be five 3-credit-hour courses per academic year. Most PhD granting departments with whom we compete nationally operate with four course-per-year teaching loads. Our goal is to attain that standard for the department, in order to maintain the highest instructional and scholarly quality. Until we get there, tenured and tenure-track faculty who maintain active research profiles will continue to teach 5 courses per academic year. Variations in individual workloads will be decided based on the enumerated policies and point credit system outlined below. The Provost's Guidelines, section IV.C. have been adapted to our departmental mission. 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 a one-course reduction per semester.*
- 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 additional teaching commitments to individual graduate and undergraduate students.** *Faculty members with substantial responsibilities mentoring or overseeing student work will be compensated with a course release in consultation with the Head insofar as departmental staffing needs will permit. 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)**

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.

**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***