**Department of English**

**Annual Faculty Workload Distribution Agreement**

Name:

Position Type:

(Instructor/Pedagogical/Trad. Research Prod./Trad Research Active/Trad. Research Min.)

Tenure Status:

Academic Year:

|  |  |  |
| --- | --- | --- |
| Activity | Expectation or Outcome | |
| Teaching (Fall)  Total maximum student load: | [List course prefixes and numbers (e.g. ENG 100)] | [Colonnade back-up course should a course fail to make] |
| Teaching (Spring)  Total maximum student load: | [List course prefixes and numbers (e.g. ENG 100)] | [Colonnade back-up course should a course fail to make] |
| Research/Creative Activity | Short-term outcomes (projects that will be completed in the next academic year, e.g. conference presentations/panels, campus or community talks, readings, grant applications, competitions):  Long-term outcomes (projects that may extend over several academic years, e.g. books, articles, productions, exhibits, grant-funded work): | |
| Planned Service Commitments |  | |
| Additional Course Release Activity | [List any additional course release time for administrative work such as advising, and/or Wood or Traditions course release, etc.] | |
| Potential Reassigned Time  (for activities beyond standard expectations, including accrued time for thesis supervision –must be accompanied by reassign time proposal | Reassigned from:  Work plan:  Outcomes: | |

**Standard Expectations Per Academic Year**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Type** | **Teaching Expectations** | **Course Release**  **for Research** | **Course Release**  **for Service** |
| Instructor[[1]](#footnote-1) | 10 courses (30 credit hours) | 0 | 0 |
| Pedagogical | 8 courses (24 credit hours) | 0 | 2 releases |
| Traditional  (Research Minimal: Teaching Emphasis) | 8 courses (24 credit hours) | 0 | 2 releases |
| Traditional  (Research Minimal: Service Emphasis)[[2]](#footnote-2) | 7 courses (21 credit hours) | 0 | 3 releases |
| Traditional  (Research Active) | 7 courses (21 credit hours) | 1 release | 2 releases |
| Traditional  (Research Productive)[[3]](#footnote-3) | 7 courses (21 credit hours) | 2 releases | 1 release |

**Research Levels Defined**

|  |  |
| --- | --- |
| Research Productive | Significant and steady progress on Level 1 or Level 2 project(s) |
| Research Active | Level 3 (“Other”) scholarly or creative activity |
| Research Minimal | Staying up to date on developments in faculty member’s field |

**Out-of-Load Teaching Activities**

|  |  |
| --- | --- |
| Directing Honors thesis (CE/T) | 12 theses = 1 course release |
| Graduate thesis supervision | 8 theses = 1 course release |
| Independent study | 6 independent studies = 1 course release |
| Co-teaching  (fewer than 12 students per faculty member at the undergraduate level or fewer than 8 students per faculty member at the graduate level) | First offering: Each faculty member receives credit for one 3-hour course  Subsequent offerings: Each faculty member receives credit for one 1.5-hour course that may accrue to total one course release; alternatively, faculty members may opt to devote 1.5 credit hours to service in the same academic year |

1. Full-time instructors have no service expectations beyond attending the opening week department meeting and retreat. [↑](#footnote-ref-1)
2. Note: Traditional tenured faculty seeking promotion from associate to full must still meet research expectations for promotion to Professor, as outlined in the Guidelines for Tenure and Promotion. [↑](#footnote-ref-2)
3. Pre-tenure traditional faculty must meet expectations for Research Productive to ensure steady and successful progress toward tenure and promotion. [↑](#footnote-ref-3)