

**Approved at the Faculty Assembly meeting on April 18, 2013.**

**Proposed Faculty Workload Policy**

**Ad-Hoc Committee to Revise the Faculty Workload Policy**

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**The Ohio State University at Lima Faculty Teaching Load Policy**

I. Goals

This policy is designed to provide guidance in setting teaching loads for regular tenure-line faculty and lecturers at OSU Lima, based on the following principles. First, as a regional campus of The Ohio State University, the Lima campus has a primary mission of providing high quality undergraduate instruction to students. Second, while teaching is primary there are expectations for research and service. Third, we recognize there is diversity in teaching assignments and course delivery. Fourth, to the extent possible, teaching loads should be equitable among faculty on the Lima campus and similar to teaching loads in the same disciplines on other regional campuses. Fifth, faculty may wish to emphasize teaching, scholarship, or service at different stages in their careers.

II. Policy

A. Regular Teaching Load

1. Regular Tenure-Line Faculty

The teaching load for regular tenure-line faculty is 18-20 credit hours annually, or in the case of lab teaching, contact hours. This is the equivalent of six 3-credit hour courses, five 4-credit hour courses, four 5-credit hour courses, or any combination of credit hour courses totaling 18-20 credit hours, or in the case of lab courses, contact hours.

2. Lecturers

The standard workload for lecturers is eight courses (or 24-26 credit hours) annually.

B. Course Releases

1. Regular Tenure-Line Faculty

The minimum number of course adjustments available to award in an academic year is approximately equivalent to the number of tenure-line faculty, subject to budget availability, and

should be reviewed on an annual basis. There will be 3 categories of course adjustments for tenure-line faculty, prioritized as follows:

a) Probationary Tenure-line Faculty Course Releases

To support the development of tenure-line faculty research, probationary tenure-line faculty will receive a one-course teaching adjustment or its equivalent for each of the first three years of their appointment. Faculty members will work with program coordinators, where appropriate, and the Dean/Associate Dean to determine how to meet programmatic and enrollment demands.

b) Administrative Course Releases

Because of the additional demands of administrative duties, the following tenure-line faculty will receive course adjustments unless the administrative duties are being performed as part of a faculty or staff member's contractual obligations: major program Coordinators, Mathematics Coordinator, Honors Coordinator, Farmer Family Gallery Curator, and Faculty Assembly President (see Appendix A for a list of course adjustments granted for administrative duties for the current and upcoming academic years). Tenure-line faculty who receive course adjustments for administrative duties will be discouraged from teaching additional courses as an overload unless required by programmatic or enrollment demands.

c) Special Assignment (SA), Faculty Professional Leave (FPL), and Professional Development One-Course Adjustments

i) Special Assignment (SA) Course Adjustments

Special Assignment course adjustments can be requested by tenure-line faculty for release from their assigned teaching duties (one or more courses) for one semester. Special Assignment adjustments will be awarded primarily for scholarship and creative work, although applications for service, outreach, or professional development will also be considered. Applications for Special Assignment course adjustments shall be submitted to the Professional Development Committee. Faculty who have been awarded SA course adjustments for one semester cannot apply for additional PDC one-course adjustments to be taken in the same academic year. The Dean and Associate Dean will work with faculty in small academic units to address scheduling and staffing issues in order to facilitate SA course adjustments. As per OAA rules, an SA adjustment awarded for release from all courses for a semester may be completed on campus or away from campus, however faculty members are expected to make arrangements to participate in personnel meetings and to advise graduate students. Faculty granted an SA course adjustment are ineligible for overload compensation during that academic year. Probationary faculty or faculty granted a course release for administrative duties must use the reduced load semester for an SA. OAA policy regarding SA leaves can be found here:

<http://oaa.osu.edu/assets/files/documents/specialassignment.pdf>.

ii) Faculty Professional Leave (FPL) Course Adjustments

Faculty Professional Leaves can be requested by tenured faculty after seven years of service, consistent with OAA and University policies. Applications for Faculty Professional Leaves shall be submitted to the Professional Development Committee. Faculty on one-semester FPLs will receive full pay; faculty on two-semester FPLs will receive two-thirds pay. While on FPL, faculty members are released from university service expectations. Faculty members requesting

an FPL for one semester may also request SA course adjustments for the other semester of that academic year, however, and in keeping with ASC policy, only under exceedingly rare circumstances will a faculty member be awarded SA and FPL leave in one academic year. Faculty granted an FPL are ineligible for overload compensation during that academic year. Faculty granted a course release for administrative duties must take the FPL leave in the same semester as their reduced course load. OAA policy regarding FPL leaves can be found here: <http://oaa.osu.edu/assets/files/documents/facultyprofessionalleave.pdf>.

### iii) Professional Development Committee One-Course Adjustments

In the Autumn Semester of each academic year the Professional Development Committee will call for and evaluate proposals for one-course adjustments to be awarded for the following academic year. Course release applications will be considered for, but are not limited to, research and creative work, teaching, service, and professional development. Probationary faculty who have received a course adjustment in the first three years of their appointment and faculty who have been awarded an SA or FPL course adjustment cannot apply for additional one-course adjustments to be taken in the same academic year. Faculty granted a PDC one-course adjustment are ineligible for overload compensation. Faculty may apply for PDC one-course adjustments in consecutive years.

### C. The Faculty Assembly Professional Development Committee (PDC)

The Professional Development Committee (PDC) (formerly known as the Research and Special Projects Committee) will consist of tenure-line faculty representing all ranks and disciplines represented at OSU Lima (humanities, social and behavioral sciences, mathematics and science, arts, and education). The PDC, in an advisory role to the Dean and Associate Dean, will call for, evaluate, and recommend applications for SA, FPL, and one-course adjustments on an annual basis in the Autumn Semester of each academic year. The Committee will call for small research grant awards in the Autumn Semester, and evaluate, and recommend applications for those awards during the first month of Spring Semester. The Committee will also continue to call for, evaluate, and recommend applications for the Outstanding Faculty Scholar award in the Spring Semester.

The Dean and Associate Dean will inform the PDC of the approximate number of course releases to be granted in a given academic year after adjustments have been awarded to probationary tenure-line faculty and to faculty for administrative duties. The committee will determine the application process and deadlines for submission during Autumn Semester. The PDC will announce during the call for submissions the criteria it will use for ranking proposals. After review, the committee will rank-order applications, recommend which applicants should be granted course adjustments, and will work with the Dean and Associate Dean to determine which applications should be approved, pending budgetary constraints. In cases where the Dean and Associate Dean decline to follow the committee's recommendations, an explanation should be provided to the committee and the faculty.

### D. Combination of Course Releases

It is possible for tenure-track faculty to have multiple types of course releases; however in no case shall a tenure-track faculty member teach fewer than 9 credit hours per year, unless those faculty members have been awarded an FPL, have additional course adjustments stemming from

outside grants or family medical leave. In all cases, combinations of course adjustments will be authorized by the Dean/Associate Dean on a year-by-year and case-by-case basis, pending programmatic needs and enrollment demands, as well as equity among faculty.

#### E. Exceptions or Delays in Course Releases

Faculty members will be able to delay taking a course adjustment when programmatic needs and enrollment demands dictate.

#### F. Annual Review Process

During the annual review process, each faculty member in consultation with the Dean and Associate Dean, will agree upon a workload balance reflecting the faculty member's research, teaching, and service goals for the upcoming academic year. The review process will include an evaluation of whether previous goals have been met, and whether an upward adjustment in teaching load expectations for the forthcoming academic year is appropriate.

#### G. Teaching-Intensive Workload

Tenured faculty may be asked to adopt a teaching-intensive workload consisting of the expected course load plus one course (or plus 3 credit hours) if they are not engaged in research or service, and a load consisting of the expected number of courses plus two (or plus 6 credit hours) if they are not engaged in research and service. Adoption of a teaching-intensive workload will be based on annual reviews with the Dean and TIU chair.

#### H. Scheduling

Faculty, in consultation with program coordinators (where appropriate) and the Dean/Associate/Assistant Dean should have the opportunity to schedule courses in such a way that maximizes time for research, service, and administrative duties, while recognizing the limits imposed by student needs, programmatic considerations, classroom availability and classroom size. The seven-week term may be utilized by all faculty to maximize flexibility. If the Summer term is an off-duty term, faculty cannot use the term to fulfill baseline teaching load. Faculty should have the opportunity to teach multiple sections of the same course in a semester, thus reducing, whenever possible, the number of unique course preparations per semester.

#### I. Course Enrollments

Faculty, program coordinators, the Dean, Associate Dean, and Assistant Dean will work closely to adhere to the following University minimum enrollments: undergraduate courses below the 3000 level should have a minimum enrollment of 12 students; undergraduate courses at the 3000 level and above should have a minimum enrollment of 8 students; graduate courses should have a minimum enrollment of 8 students. On occasion, programmatic and campus needs may necessitate offering some courses at enrollments with less than those minimums in order for students to be able to complete their degrees in a timely manner. At the same time, course maximum enrollments will be monitored and adjusted according to such criteria as course preparation, pedagogy, and grading. Courses with substantial writing components, including but not limited to GE writing courses, may have lower maximum enrollment limits.<sup>1</sup> Maximum

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<sup>1</sup> Officially-designated GE writing courses currently taught at the Lima Campus include composition courses English 1110.01, English 1110.02, and English 1110.03; and second writing

course enrollments will also be limited consistent with the teaching mission of the Lima Campus and consistent with course enrollments at other OSU regional campuses. Tenure-line faculty who have courses cancelled due to low enrollment will, in a later term, need to offer an additional course in order to fulfill their baseline course load expectations, even if this results in an uncompensated course overload.

#### J. Co-Teaching

Faculty who collaboratively teach a course by independently teaching for one half of the class sessions will be credited for teaching one-half of a course (1.5 credit hours of a 3-credit course, or 2 credit hours of a 4-credit course, etc.). Faculty who collaboratively teach a course by jointly attending and teaching most of the class sessions will be credited for teaching the entire course (3 credit hours of a 3-credit course, or 4 credit hours of a 4-credit course, etc.).

#### K. Overloads

A course overload is defined as teaching, during an on-duty semester, of one or more courses beyond a faculty member's baseline teaching load. Overloads do not apply to off-duty semesters. All faculty members are cautioned against taking on overloads if such activity is likely to diminish their research productivity. The Dean/Associate Dean, program coordinator, and faculty member should discuss the potential impact of an overload on the faculty member's research prior to the assignment and acceptance of a teaching overload. Untenured faculty are only allowed to take on overloads under unusual circumstances and with the approval of the Dean/Associate Dean and TIU chair.

#### L. Teaching During Off-Duty Academic Sessions

An off-duty academic session is defined as a session during which a faculty member has no assigned teaching or service (generally May and summer terms). Untenured faculty members are strongly discouraged from teaching during off-duty academic sessions.

#### M. Grants

Subject to approval by the Dean/Associate Dean, if a faculty member's extramural grant generates sufficient overhead for the Lima campus, or has a course release as a budget item, the faculty member may have their teaching load reduced. The purpose of the teaching release is to help the faculty member fulfill the obligations of accepting the grant. The amount of the teaching release will also be guided by the practices of the faculty member's TIU and the amount of overhead generated. Additional course releases may be purchased from grant funds if such purchases are allowed by the funding agency and if such reductions do not impact programmatic needs.

#### N. Transparency

All faculty committee and administration decisions regarding course adjustments, awarding of SAs, FPLs, and PDC one-course adjustments, or other significant changes to any faculty member's workload should be reported to the Executive Committee and the Faculty Assembly. On an annual basis, the Executive Committee should inform the Faculty Assembly about

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courses English 2367.XX, Communications 2367, Education 2367, Political Science 2367, Psychology 2367, and Theatre 2367.

changes in teaching load assignments. Publicly announcing SA and FPL course releases will help to create an atmosphere of awareness and encouragement of research. Announcing changes in teaching load assignments also enables the entire faculty community to observe the consistency and fairness of such decisions.

#### O. Policy Review

This document will be evaluated annually by the Executive Committee to ensure that the goals of the policy are being achieved.

### **Appendix A**

#### Administrative Course Releases for 2012-2013

English Coordinator: 1 course release

History Coordinator 1 course release

Psychology Coordinator: 1 course release

Theatre Coordinator: 1 course release

Mathematics Coordinator: 1 course release

Biology Coordinator: 1 course release

Education Coordinator (9-month equivalent): 3 course releases

Music/Arts Coordinator : 1 course release

Writing Center Director (9-month equivalent): 3 course releases

PALS and Campus Events Coordinator (9- month equivalent): 1 course release

#### Additional Administrative Course Releases for 2013-2014

Faculty Assembly President : 1 course release

Farmer Family Gallery Curator: 1 course release