DEPARTMENT OF ENGLISH AND PHILOSOPHY
Workload Policy

The Department of English and Philosophy follows the following guidelines regarding faculty workload. These guidelines are in keeping with the Idaho State University Faculty Workload Policy. This policy describes the typical duties of faculty members and is intended to be used as a guide for the assignment of faculty duties in the areas of teaching, research, and service.

In this document, “workload” refers to assigned duties that are compensated by regular salary during a faculty member’s contract period. Each nine-month faculty member is required to complete 15 workload units per semester for a total of 30 units per year.

The University workload policy requires each full-time tenured or tenure-track faculty member to fulfill nine units of teaching, 4-5 units of research, and 1-2 units of service each semester. Each full-time non-tenure-track faculty member is required to fulfill 15 units of teaching, though this amount can be decreased to allow for necessary service. Although this distribution of workload represents the typical workload of faculty in this department, an individual faculty member may be assigned a different workload distribution.

Workload for Full-Time Tenured and Tenure-Track Faculty

Instruction

In general faculty will teach three 3-credit courses each semester to fulfill nine units of teaching. In addition, equivalency units for instruction will be considered for additional instructional activities at both the undergraduate and graduate levels: dissertation and thesis supervision and committee membership; the supervision of graduate teaching internships, practicum, and mentoring; supervision of independent study; online teaching; teaching courses away from one’s primary campus; undergraduate advising; and serving on graduate exam committees.

Some instructional activities may overlap with those classified as research or service. In such cases, the classification may be negotiated with the department chair.

Research and Creative Activities

All full-time tenured and tenure-track faculty members are required to be actively engaged in research in their areas of specialization. Faculty are considered to be fulfilling minimal required research and creative activity obligations if (1) a faculty member is actively engaged in and making progress on a research project each year; (2) has published or has had accepted for publication at least two substantial, peer-reviewed articles or chapters in refereed books or had comparable numbers of publications in creative journals or books during the previous five-year period; and (3) has participated in at least three of the supplemental research or creative activities listed in the following paragraph over the previous five-year period. In addition, the publication of books or substantial articles that are published in nationally recognized venues that use editorial boards rather than traditional peer-review will be considered as substitutes for item (2) above.
Supplemental research activities include, but are not limited to, the following: publishing textbooks or equivalent course materials aimed at enhancing classroom instruction; publishing reviews of recent publications, performances, or creative activities in the faculty member’s field; presenting at or organizing conference presentations; writing external grant proposals; serving as a member of an editorial board; publishing material aimed at student readers; serving as advisor or committee member for theses or dissertations; presenting in departmental forums such as Works-In-Progress Seminars, What’s New In Your Field, and other colloquia; and otherwise disseminating results of research or presenting creative work to public audiences.

Some research activities may overlap with those classified as teaching or service. In such cases, the classification may be negotiated with the department chair.

Service

Faculty are expected to perform professional service in the department, college, and university, as well as at a local and national level. Faculty are considered to be fulfilling minimal required service obligations if (1) a faculty member serves on at least one departmental, college, or university committee each year; (2) a faculty member serves in at least one form of professionally related service outside the university over a 5 year period; and (3) a faculty member serves as needed on graduate exam committees, on colloquium committees, as GFR, and other service work necessary for the successful running of the Department of English and Philosophy.

The following activities are examples of service that would be considered as contributing to service outside the university: serving in an executive position or as an elected representative for a professional organization in one’s field; serving as a manuscript reviewer for a publisher or journal; and providing workshops or leading discussions or presentations for non-specialists. Other activities may be considered upon discussion with the department chair.

Some service activities may overlap with those classified as teaching or research. In such cases, the classification may be negotiated with the department chair.

Administration

Those faculty who take on significant administrative roles in the Department of English and Philosophy are assigned workload units according to the time and responsibility involved in their position. The administrative positions to be considered are these: department chair, director of philosophy, director of graduate studies, director of composition, director of American studies, assistant chair/director of undergraduate studies, department web master, and editor of nationally recognized journals. In addition, a faculty member who is appointed to another university administrative position will receive comparable consideration. Any such appointment may cause an adjustment to the faculty member’s workload distribution.
Full-time non-tenure-track faculty

Instruction

The “ADE Guidelines for Class Size and Workload for College and University Teachers of English: A Statement of Policy” recommends that college English teachers “should spend no more than twelve hours per week per semester in the classroom if they are involved in undergraduate instruction exclusively.” The National Council of Teachers of English’s “Statement of Class Size and Teacher Workload: College” concurs. In accordance with these policies from our two most significant governing bodies, full-time non-tenure track faculty will, in general, teach four 3-credit courses each semester to fulfill their teaching expectations. In addition, equivalency units for instruction will be considered for additional instructional activities: supervision of independent study; online teaching; undergraduate advising; and teaching courses away from one’s primary campus.

Service

The participation of non-tenure-track faculty is considered vital to the smooth running of the Department of English and Philosophy. Faculty are expected to make up the remaining portion of their workload (generally between 0 and 3 units) with professional service in the department, college, and university, as well as at a local and national level. The following activities are examples of acceptable service: serving on departmental, college, or university committees; participating in the organization of presentations, colloquia, and conferences; participating in presentations and panel discussions in the department or elsewhere on campus; serving in an executive position or as an elected representative for a professional organization in one’s field; serving as a manuscript reviewer for a publisher or journal; and providing workshops or leading discussions or presentations for non-specialists. Other activities may be considered upon discussion with the department chair.

Some service activities may overlap with those classified as teaching. In such cases, the classification may be negotiated with the department chair. In situations where a more significant amount of service is necessary for the maintenance of the department, a faculty member’s overall workload distribution may be adjusted.

Administration

Those faculty who take on significant administrative roles in the Department of English and Philosophy are assigned workload units according to the time and responsibility involved in their position. Non-tenure-track faculty are eligible to serve as department web master. In addition, a faculty member who is appointed to another university administrative position will receive comparable consideration. Any such appointment may cause an adjustment to the faculty member’s workload distribution.
**Part-Time Tenured and Tenure-Track Faculty**

The workload of part-time tenured and tenure-track faculty will be determined individually, based on the specific situation of each faculty member and the needs of the department.

**Adjustments to Workload**

Though the typical workload for tenured and tenure-track faculty members is 9 units of teaching, 4 to 5 units of research, and 1 to 2 units of service, for a total of 15 per semester, workloads may be adjusted for a variety of reasons. Such workload adjustments will be determined by the chair and may be temporary, based on the accumulation of instructional credit as outlined in the department’s Workload Adjustment Policy (11/11/09).

Any adjustment to workload may be addressed with the chair on an annual basis, as needed.

**Procedures**

The formal assignment of the workload will take place in fall semester after completion of the spring teaching schedule. Faculty will be notified each year of any significant change to their workload assignment. Occasionally, a faculty member’s workload will need to be adjusted after an assignment has been made. Any such changes in workload will be discussed by the chair and faculty member.

**Revisions to Policy**

The Policy and Personnel Committee will review the policy on an annual basis to determine if changes to the policy should be considered. Faculty members are welcome to submit suggestions to P&P regarding the policy.

Approved 11/20/09