DEPARTMENT OF ENGLISH AND PHILOSOPHY
Workload Adjustment Policy
Revised 11/11/09

The workload policy in the Department of English and Philosophy is based on an annual 30 unit workload: 18 units of teaching, 8-10 units of research, and 2-4 units of service for individuals not serving in an administrative capacity. To clarify how the department counts supervision of equivalencies for faculty members’ teaching load:

1. Supervision of PhD dissertation to completion: 1 workload unit (WLU)
2. Supervision of MA thesis or DA paper to completion: 2/3 WLU
3. Second or third reader on dissertation to completion: 2/3 WLU
4. Second reader on MA thesis or DA paper to completion: 1/3 WLU
5. Supervision of one student in a Practicum (otherwise uncompensated): ½ WLU
6. Supervision of one doctoral teaching internship to completion including the supervisor’s final written report: ½ WLU
7. Supervision of one English 648 (690) student: ½ WLU
8. Supervision of one English 448 student: ½ WLU
9. Supervision of one English 631-L student (mentor) to completion including the supervisor’s final written report: ½ WLU
10. Supervision of one Philosophy 492 student: ½ WLU

These activities are activities in which the students are enrolled and for which they pay tuition to the university, but which are not a part of faculty members’ assigned teaching load.

A faculty member may use the units earned by the activities above to buy out one course (3 WLU equal one three-hour course) of her or his assigned teaching load in a subsequent semester. Workload units earned may be banked for future use; however, no more than three WLU credits in any one semester may be used to buy out a class, and the use of buyout must be approved by the chair, depending on department staffing needs and department and university budget constraints. A faculty member should submit a request to use accumulated units to buy out one
course in writing early in the semester prior to the release (e.g. by September 1 for Spring semester and by February 1 for Fall Semester).

This workload adjustment policy will apply to activities begun on or after August 25, 2008.

The Dean reserves the right to review this policy with the Chair annually. The review will consider the impact of course release on Department curricula, the timely completion of graduate programs, and the number of graduate students enrolled. The faculty will review the policy annually to ensure that members of the faculty are satisfied with the policy and that changes in the university workload policy do not adversely impact this workload equivalency policy.

The Chair will maintain a record of workload equivalent activities, collected at the time of annual evaluations. A faculty member may, at any time, review the number of units she or he has accumulated.