

College of Arts & Sciences
Dean's Summary of
Faculty Work Distribution Assignment Principles and Practices
(adopted Feb 20, 2008; reconsidered September 19, 2018)
Latest version endorsed by Department Chairs on: February 23, 2022;
further revised May 2022.

1. Undergraduate and graduate instruction, advising, research or other creative work, and service to the department, University, and the profession are among the expectations of faculty activity. Faculty work distributions within the College of Arts & Sciences are those that are appropriate for a university in the Carnegie Research I category.
2. Teaching activities are a combination of classroom contact, laboratory supervision, preparatory work, grading, and one-on-one contact with students (especially with regard to thesis direction and in writing-intensive courses, graduate-level courses, and courses in the arts). The number of 3-credit courses taught, usually referred to as "teaching load," is only one measure – an inadequate one at that – of teaching activities. Teaching loads are determined by the Chair in consultation with the Dean after careful consideration of a faculty member's total contribution to the University's various missions. Faculty vary widely in their talents and in their scholarly activity over the years. It is the responsibility of the Chair and the Dean to help maximize each faculty member's contribution to the total academic enterprise.
3. A capsule summary of indicators of the level of scholarly/creative activity and the nominal teaching load in the various disciplines within the College is given in the Tables below; the norm for the fields is indicated by the highlighted rows. They are comparable to those in similar universities. They should be understood as brief and general indicators, which receive further definition and amplification as they are applied in departments to activities that are specific to a given discipline. The examples of activities are disjunctive (i.e., a faculty member is not expected to be engaged in all these activities at all times). The nominal teaching duties for tenured faculty with a research and teaching focus correspond to four courses per year in the humanities, social sciences, and mathematics; two courses per year and laboratory and/or seminar instruction in the natural sciences; and five courses per year in the arts. For those departments not specifically covered in the summary tables (e.g., mathematics), similar considerations apply. Also, there are some variations for departments without graduate programs. Any reduction from nominal teaching duties requires the explicit approval of the Dean.
4. Tenure-track faculty are always hired into the "research and teaching" category and maintain this status during the entire probationary period.
5. All College faculty are evaluated annually. Salary increments are neither automatic nor uniform, but based on a detailed evaluation. Faculty complete an activity report, and the Chair and the Dean evaluate faculty performance. The evaluation takes both quality and quantity into consideration and involves peer consultation where necessary. This evaluation is used to make salary

recommendations and to determine if work distribution adjustments are warranted. During any particular period, if a faculty member's scholarly productivity appears to be below the normal expectation, the Chair will meet with the faculty member to appraise the situation. If a potential problem is identified, the Dean and the Chair will arrange to provide reasonable support to that faculty member to help increase scholarly productivity (e.g., reduction in committee or administrative duties, additional travel or materials funds, summer support, etc.), along with setting mutually acceptable expectations.

6. For those faculty with standard teaching duties, whose scholarly activity has been consistently below normal expectations, a reexamination of their assignments will take place at the appropriate time. If the Chair, in consultation with the faculty member, his or her peers, and the Dean, determines that a change in the assignments is warranted, such changes will be phased in appropriately. If this happens, that faculty member's salary increment will correspondingly be weighted more heavily on these other duties.
7. Administrative course releases are determined on a case-by-case basis taking into account the nature and amount of work (i.e., the size of the program, whether extensive student contact is involved, etc.), the degree of scholarly activities of the individual, and the other responsibilities assigned to the individual. The Dean and the Chair strive to strike a balance between assigning the best person for the job and not taking too many faculty members out of the classroom.
8. Research-active faculty across all disciplines have the ability, with the permission of their Chair and Dean, to have a reduction in the number of courses taught in a given semester ("buy out"), provided that the department can manage without their course(s). Ordinarily, such course reductions are to be funded from grants. "Buy-out" rates are set by departments for all faculty members in that department and are not to be less than 12.5% of salary per course.

Highlighted column represents normal expectation.

Studio Arts	Creative Work and Teaching Focus	Increased Teaching Focus	Primary Teaching Focus
Examples of Activities	<p>Maintain a high degree of national recognition via juried exhibitions, guest appointments or appearances, theatre production with companies with a national or international reputation.</p> <p>Publish articles regularly in peer-reviewed journals, and/or be actively engaged in longer-term projects (e.g., book chapter, book).</p> <p>Lead workshops at professional meetings.</p> <p>Serve on thesis and/or dissertation committees.</p>	<p>Maintain a degree of regional or national recognition via juried exhibitions, guest appointments, publications, etc.</p> <p>Be involved in professional organizations; participate regularly in workshops, etc.</p> <p>Serve on thesis and/or dissertation committees.</p>	<p>Maintain currency in the field via local exhibits, involvement in professional organizations, participation in workshops, etc.</p>
Nominal Assignments	4 courses/year	5 courses/year	6 courses/year

Highlighted column represents normal expectation.

Performing Arts	Teaching and Creative Work Focus	Increased Teaching Focus
Examples of Activities	<p>Maintain a high degree of national recognition via guest appointments or appearances, theatre production with companies with a national or international reputation.</p> <p>Publish articles regularly in peer-reviewed journals, and/or be actively engaged in longer-term projects (e.g., book chapter, book).</p> <p>Lead workshops at professional meetings.</p> <p>Serve on thesis and/or dissertation committees.</p>	<p>Maintain a degree of regional or national recognition and/or currency in the field via guest appointments, publications, involvement in professional organizations, participation in workshops, etc.</p> <p>Serve on thesis and/or dissertation committees.</p>
Nominal Assignments	6 courses/year	7-8 courses/year

Highlighted column represents normal expectation.

Humanities	Research and Teaching Focus	Increased Teaching Focus	Primary Teaching Focus
Examples of Scholarly Activities	<p>Maintain national recognition in the field via publishing articles regularly in leading, peer-reviewed journals of the field or subfield or by being actively engaged in long-term projects (e.g., book chapters, books).</p> <p>Deliver papers or organize sessions at professional meetings regularly.</p> <p>Edit journals or books; contribute book reviews regularly; hold offices in professional societies.</p> <p>Serve on thesis and/or dissertation committees.</p>	<p>Publish articles in peer-reviewed journals, occasionally.</p> <p>Publish book reviews, encyclopedia entries, and other such materials.</p> <p>Participate in professional meetings.</p> <p>Serve on thesis and/or dissertation committees.</p>	<p>Engage in pedagogical research.</p> <p>Participate in departmental research seminars.</p>
Nominal Assignments	4 courses/year	5 courses/year	6 courses/year

Highlighted column represents normal expectation.

Social/Behavioral Sciences	Research and Teaching Focus	Increased Teaching Focus	Primary Teaching Focus
Examples of Activities	<p>Publish articles frequently or regularly in high quality, peer-reviewed journals.</p> <p>Engage in a programmatic research, funded programs and/or apply for external funding.</p> <p>Regularly present papers at national and international professional meetings; maintain recognition as evidenced by invitation to other institutions, service on review panels, editorial boards, etc.</p> <p>Serve on thesis and/or dissertation committees.</p>	<p>Publish articles occasionally; advise either undergraduate or graduate students in independent research or other scholarship.</p> <p>Present papers sometimes at national professional meetings.</p> <p>Serve on thesis and/or dissertation committees.</p> <p>Have some record of applying for and receiving extramural funding.</p>	<p>Publish articles rarely or never; advise undergraduate students in independent research or other scholarship.</p> <p>Occasionally participate or attend national professional meetings.</p>
Nominal Assignments	4 courses/year.	5 courses/year.	6 courses/year.

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Natural Sciences	Research and Teaching Focus	Increased Focus on Teaching	Primary Teaching Focus
Examples of Scholarly Activities	<p>Publish articles regularly and frequently in leading, peer-reviewed journals.</p> <p>Regularly obtain competitive extramural funding.</p> <p>Regularly present papers at national or international professional meetings; maintain national/ international recognition in the field, as evidenced by invitations to other institutions, service on review panels, editorial boards, etc.</p> <p>Serve on thesis and/or dissertation committees.</p>	<p>Publish articles regularly in peer-reviewed journals.</p> <p>Have a consistent record of applying for and receiving extramural funding.</p> <p>Present papers at national professional meetings.</p> <p>Serve on thesis and/or dissertation committees.</p>	<p>Publish articles occasionally; participate in departmental seminars; attend professional meetings.</p>
Nominal Assignments	2 courses/year + laboratory and/or seminar instruction.	3 courses/year + laboratory and/or seminar instruction.	4 courses/year + laboratory and/or seminar instruction.

Highlighted column represents normal expectation.

Mathematics and Computer Science	Research and Teaching Focus	Increased Focus on Teaching	Primary Teaching Focus
Examples of Scholarly Activities	<p>Publish articles regularly and frequently in leading, peer-reviewed journals or conferences.</p> <p>Regularly obtain competitive extramural funding.</p> <p>Regularly present papers at national or international professional meetings; maintain national/international recognition in the field, as evidenced by invitations to other institutions, service on review panels, editorial boards, etc.</p> <p>Serve on thesis or dissertation committees.</p>	<p>Publish articles regularly in peer-reviewed journals or conferences.</p> <p>Have a consistent record of applying for and receiving extramural funding.</p> <p>Present papers at national or international professional meetings.</p> <p>Serve on thesis and/or dissertation committees.</p>	<p>Publish articles occasionally.</p> <p>Participate in departmental seminars; attend professional meetings.</p> <p>Serve on thesis and/or dissertation committees. (MTH)</p>
Nominal Assignments	4 courses/year, with an aspiration to reduce to 3 courses/year.	4 courses/year, or 3 courses/year + designated administrative service.	4 or more courses/year + student advising and/or departmental service.