**Department of Languages, Literatures, and Cultures (LLC)**
**Workload Policy for Full-Time Faculty**

These guidelines are intended to determine faculty workload and inform the annual evaluation of faculty. The intention is to give the faculty latitude in determining workload distribution, in consultation with the Chair. Before their annual review, faculty are encouraged to establish for themselves their desired workload: the percentage of time they will spend on research, teaching, and service, so that research + teaching + service = 100%.

The needs of the individual faculty member, the Language Division, and the Department must all be considered. The Chair, in consultation with the Division Coordinators, will attempt to balance workloads in a reasonable manner, so that faculty can achieve professional and departmental goals.

**Full-time faculty:** LLC has *Tenured* and *Tenure-Track Faculty,* and *Non-Tenure-Track (NTT) Faculty (Lecturers).* All full-time (FT) faculty are engaged in teaching, service, and research. Contracts are 9-month, except in cases of administrative positions.

**Intellectual Contribution:**

All FT faculty are expected to remain engaged with the field. The standard for intellectual contributions is quality of output; the peer-review process is understood as the reliable indicator of "quality." While effort – research in progress, articles, abstracts, and grants submitted – enhance a faculty member's research profile, the primary consideration in evaluating intellectual contributions is outcome: publications in peer-reviewed journals and respected presses, obtaining grants, patents, staged exhibitions, etc.

**Research:**

Tenured and Tenure-Track faculty who have a 2/2 course load must be "research active" (40% research workload).

*Research active* in LLC means a consistent and sustained engagement with the field. This engagement is ordinarily demonstrated by publications in refereed scholarly journals and/or book chapters in reputable presses at a rate of 1 article/book chapter per year.

Consideration is given to the preparation of a manuscript. In this case, the *research active* faculty member should demonstrate significant progress on the manuscript, if s/he is not publishing 1 article/book chapter a year. The publication of a book carries *research active* status for 4 annual review periods (i.e., 4 years, starting with the date of publication).

It is expected that *research active* faculty participate regularly in presenting research: delivering papers, organizing panels, and/or organizing workshops at scholarly conferences.

*Research active* faculty are expected to be engaged in applying for grants (internal and external). Highly competitive external grants are given special consideration.

Other publications, such as book reviews, enhance a faculty member's research profile. However, they do not take the place of an article/book chapter.

Data determining research productivity will be evaluated over a 4-year interval. If the faculty member has not met the criteria stated above, the faculty member will no longer be considered *research active*.

NTT faculty and tenured faculty not in the *research active* category who teach advanced-level topic courses must also demonstrate a consistent and sustained engagement with the field (10% research workload). This can include publications (articles, book chapters, book reviews), conference presentations, organizing panels at a conference, grant-writing, etc.

**Teaching:**

The normative teaching load for *research active* faculty is 2/2 (40% workload effort). For NTT or tenured faculty focused on teaching, a 3/2 courseload + labs is the norm (60-70% workload effort, depending on the amount of labs taught).

As new TT faculty members enter the Department, we want to help them to establish a sound research trajectory. New TT faculty may take up to 2 courseload reductions during their pre-tenure period. These may be taken in the same semester.

The teaching loads of the Department Chair and the Associate Chair are determined by Departmental and Divisional needs and in consultation with the Dean.

The College of Arts & Sciences sets a minimum course enrollment. "Low-enrolled" courses and sections run the risk of being cancelled. Should a class be cancelled for the semester, the FT faculty member scheduled to teach that class will be assigned another class to teach; or the chair will re-assign the FT faculty member's workload.

*Labs:*

Many LLC 1000-, 2000-, and 3000-level courses have a lab section that accompanies the course. The lab hour is a zero-credit (0-credit) hour. It is considered a "contact hour." The Department thus has a number of 4-contact hour courses. For most courses, the *lab hour* is a regularly-scheduled class that meets in one of the Language Resource Center lab spaces. The *lab hour* represents a different, extra preparation. The parameters of the *lab hour* can be flexible, however, and can include individual meetings or small group

meetings.

NTT and Tenured faculty focused on teaching are expected to teach *lab hours* as part of their normal teaching workload.

Due to difficulty finding qualified personnel, *research-active* faculty often end up teaching a *lab hour*. In this case, the lab hour will count as 1 contact hour to be "banked." Accumulation of "banked hours" can lead to a course release. The individual faculty member is responsible for accounting for their banked hours.

### *Independent Studies:*

On occasion, LLC FT faculty conduct Independent Studies to accommodate students finishing a major, minor, or graduate degree who are not able to take a regularly-scheduled class. An Independent Study contract detailing the course content and expectations must be completed and sent to the Registrar's Office. The Independent Study will count as 0.5 contact hours to be banked.

Normally, 1000- and 2000-level courses should not be taught as Independent Studies. 1000- and 2000- level courses should be taught as Independent Studies by a full-time faculty member only when needed to retain a minor or a major in the program. The CAS does not allow adjunct faculty to teach Independent Studies.

### *Criteria for evaluating performance in the area of teaching* can include:

- Number of courses taught
- Significant curriculum development
- Course coordination
- Pedagogical activities
- Teaching/Mentoring awards or nominations for awards
- Number of undergraduate students mentored
- Number of graduate students mentored
- Number of undergraduate capstone projects directed
- Number of graduate final projects directed

### Service:

All FT faculty have "basic service obligations," defined by the Faculty Senate workload document as obligations "such as participating in faculty meetings, academic ceremonies, and convocations."

Since LLC is a Department made up of different Language Divisions, FT faculty have service duties both to the Department and to the Language Division. These duties could include serving on Department committees, serving as Language Division Coordinator, Graduate Program Director, or serving as 1818 Liaison for a particular language.

In addition, FT faculty are expected to participate in College, University, Professional,

and Community service activities. The service workload varies, but generally is between 20-30% for all FT faculty.

For some service positions – such as Language Division Coordinator and Graduate Program Coordinator – work must be done during the summer (testing, hiring adjuncts, etc.). This is not part of the regular 9-month contract and must be paid for through a summer stipend.

The Chair may grant course release time for especially heavy service loads, for example:

- Special departmental initiatives, such as creating the Department's assessment guidelines
- Chairing an important College or University committee
- Coordinator of the Spanish Division
- Spanish Graduate Program Coordinator

**Administration:**

Administrative duties are part of several positions, including Department Chair, Associate Chair, Director of the Language Resource Center. Administrative duties and thus the workload effort vary from year to year, and are determined in consultation with the faculty member, Chair and Dean.