

English Department  
Faculty Workload Policy  
Revised April 2010, April 2015, April 2016  
Amended November 2010

According to the College of Arts and Sciences “Guidelines on Promotion and Tenure” (2010, 2011), “Teaching and learning are the primary activities of College Faculty. The College holds to the scholar-teacher-participant model of faculty responsibility and expects a record to provide evidence of significant achievement in scholarly or creative work, teaching, and service” as these categories are defined later in that document.

The English Department endorses this model and, through this policy, seeks to support faculty in fulfilling it. This policy also conforms to the University Faculty Workload Guidelines and conforms to the following principles:

- Equity in overall workloads among faculty with different allocations of time to teaching, research, service, outreach, and other obligations to the Department, College, University, and profession.
  - Equity in eligibility for salary increases for faculty with different patterns of contribution, based on the Department’s procedures for merit assessment.
  - Equal promotion opportunities for Associate Professors with different profiles, consistent with the College Promotion and Tenure Guidelines.
1. In accordance with the University Faculty Workload Guidelines, which state that “faculty who contribute to doctoral programs” will have a teaching load of “generally four three-hour courses per year (12) semester hours, or their equivalent,” English department faculty will normally teach four three-hour courses per year, contingent on the conditions stated in (2) and (4) below. The standard teaching load for full-time lecturers will be eight courses per year. The teaching load for Academic Professional faculty will follow the terms designated in their letters of appointment.
  2. The department will continue to exceed the national mean of teaching productivity in comparable English Departments as measured by the Delaware Study—that is, by the ratio of student credit hours to full-time equivalents. The department will also continue to graduate its majors in a timely fashion, without delays caused by inadequate course offerings. In order to maintain these conditions, class sizes and individual teaching assignments ordinarily will conform to the guidelines set out in Appendix A.
  3. The department will continue to work to meet the needs of the larger university population by providing selected General Education Curriculum courses, as well as contributing to WI and SI sections and to various programs, including Freshman Seminars and Honors.
  4. The four-course load normally requires that tenured faculty be productive scholars/artists with publication or equivalent outcomes who also take part in advising and thesis/dissertation direction. The four-course load requires that tenure-stream assistant professors take part in advising, and are actively engaged scholars/artists who are developing a professional profile that will make them desirable directors and committee members of theses and dissertations.

a. If a tenured faculty member chooses to have a profile focused primarily on undergraduate teaching and/or on service, or if a series of annual reports shows that the faculty member is “not actively engaged in a program of research/creative activity with publication or equivalent outcomes,” as described in the University Faculty Workload Guidelines, the Head may request that the faculty member teach more than four courses per year and/or assume additional administrative or teaching duties, with the understanding that the faculty member will be evaluated in ways appropriate to this profile.

b. The department’s “expectations” for “thesis and dissertation supervision,” as described in the University Faculty Workload Guidelines as defining “faculty who contribute to doctoral programs” (Sections, IV.C.1.d and IV.C.2.e) is a five-year average of eight or greater, as measured by the point system described in Appendix B. Tenure-track assistant professors are exempt from this strict expectation, although they are encouraged to serve on thesis and dissertation committees as they move toward tenure. For tenured faculty members whose average falls below eight, the Head will request that the faculty member teach more than four courses per year and/or assume additional administrative or teaching duties.

c. As specified in the University Faculty Workload Guidelines (IV.C.1.d): Other criteria that may be considered in the assignment of teaching workload (beyond those specified in C.2) may include, but are not restricted to, course/curriculum development, academic advising load, student supervision including thesis and dissertation supervision beyond the expectations set in the departmental workload policy, level of graduate teaching assistant supervision and training (UNC Policy 400.3.5.1[G]), involvement in accreditation/program review, co-curricular activities, academic administration, externally funded research, institutionally supported research, community-engaged scholarship, heavy research agendas, institutional service, service to the public, service to the profession, and applicable contractual obligations UNCG has made to faculty members.

d. If a tenure-stream faculty member provides “thesis and dissertation supervision beyond the expectations set in the departmental workload policy” (University Faculty Workload Guidelines Sections IV.C.1.d), that faculty member’s workload will be re-balanced according to the guidelines in Appendix B.

5. The four course load also requires that tenure-stream faculty will serve on department committees and accept other reasonable assignments, such as advising, as a normal part of their workload. Faculty should engage in service to the College, the University, and the profession as appropriate to their rank.

Ordinarily, pre-tenure faculty should expect assignment to one department standing committee, plus no more than one other committee assignment (standing or search), or the equivalent in other service, each year.

Tenured faculty may expect two department committee assignments, plus one or more College or University service commitments in a given year. If a tenured faculty member chairs a College or University committee, or takes multiple and/or time-consuming service outside the department, the faculty member may request release from one or more department assignments.

Ordinarily tenured faculty should also expect to hold a major internal administrative assignment or an equivalent leadership service position in the College or University once in each 10-12 year span.

Within these usual expectations, faculty should balance service assignments with their commitments to teaching and to scholarship/creative activity.

6. Tenure-stream faculty and lecturers who agree to assume major administrative responsibilities in the department such as Associate Head, program directors, and other selected duties will be assigned course loads commensurate with their duties. Program directors who chair standing committees ordinarily will not be assigned to serve on other major committees.

7. In the case of an emergency situation after students have already registered for courses, the Department Head may alter this work assignment policy to cover Department needs. For example, the Head may raise course caps, cancel or reassign sections, or ask members of the faculty to teach one extra section for that semester. By “emergency situation” is meant such occurrences as the serious illness or death of a faculty member, ~~or~~ an unanticipated and sudden freeze on faculty hiring after the sections assigned to them have been activated in Banner and filled with students, or a request from the Dean based on unanticipated student demand.

Should the Head need to override the department’s workload policy and exercise these emergency powers, the Head should within 30 days inform the department in writing about the situation and about the remedy the Head pursued. This is particularly important because such situations may arise in the summer. The information provided by the Head to the faculty should include a list of any tenure-stream faculty asked to teach extra sections or larger classes. Should the Head judge that the exigent situation will be ongoing, beyond one semester, the Head should bring to the Advisory Committee and to the Faculty, before the schedule for the next semester is loaded in Banner, a plan for dealing with the emergency in an equitable way. At this point the faculty will vote to recommend acceptable emergency measures: a majority vote by the faculty will be required for the head to continue to enact emergency measures beyond one semester.

8. This policy will be reviewed and renewed or revised no later than Spring 2021. Any faculty member, including the department head, may call for an earlier review at any time.

## **Appendix A: Class Size and Individual Course Load Guidelines**

Class sizes ordinarily will conform to these guidelines:

English 101 and 102 (non-N sections): 22

104-210: mostly sections of 40-45, with some WI and/or SI and occasional supersections (60-65) and large lecture sections (100+)

211, 212, 213, 214, 251, 252: mostly 40-45, with some WI and/or SI

200, 300, and 400-level writing courses, including CW workshops, journalism, etc.: 20

200, 300, and 400-level literature and rhetoric courses: mostly 36-45, with some WI and/or SI

Graduate courses (500 level): 15-20

Graduate courses (600-700 level): 12-15

Individual course load assignments ordinarily will conform to these guidelines for the year's assignment:

Non MFA-faculty teaching full 2/2 load:

Two 200-300 level major courses at 36-45, or WI/SI

100-200 level non-major course at 40-45

graduate course at 12-15 or additional 200-300 level course

MFA faculty teaching full 2/2 load:

100-300 level course, GLT or major, at 36-45 seats

Undergraduate workshop at 20

Graduate seminar or workshop at 10-15

Tutorials

Faculty holding Academic Professional administrative assignments:

Contractual teaching loads vary, but may be expected to include a 100-200 level GLT at 40-45, a 200-300 level major courses at 36-45, WI or SI sections of these, and/or a special program course (FMS, Honors, Practicum courses, etc.)

Faculty teaching 1/1 (administrative assignment):

200-300 level major course at 36-45

Graduate course at 15 or additional 200-300 level course

Tenure-line faculty members will be expected to teach one in-load supersection at 60-65, one in-load large lecture section (100+), or an additional course every three years.

This policy recognizes that the department head, in consultation with individual faculty members, may diverge from these guidelines where the faculty member's particular teaching mission, or the department's curricular needs, make such divergence necessary. The assignment

of graduate courses in particular will vary among faculty members dependent on the need for offerings in different areas. However, in the absence of formal revision of the policy, the head is expected to maintain the guidelines without major or continuing changes.

## **Appendix B**

### **Policy to encourage equitable distribution of dissertation and thesis direction and graduate supervision**

1. The Graduate Studies Committee will continue to admit qualified PhD and MA applicants with a wide variety of proposed major fields. The MFA Advisory Committee will continue to balance admission of qualified poetry and fiction applicants.
2. MFA faculty will strive to divide equitably the direction of theses.
3. The department will continue its practice of requiring only three members serve on PhD advisory/dissertation committees. MA and MFA thesis committees will require two active members. As permitted under an ongoing agreement with the Graduate School, the Director of Graduate Studies or the Director of the MFA Writing Program will, if necessary, serve as nominal third members.
4. To facilitate the equitable distribution of graduation supervision among non-MFA faculty, all MA and PhD students will meet first with the Director of Graduate Studies to discuss the options for faculty who could serve on their committees before asking faculty members to serve on their committees.
5. Faculty who supervise a high number of graduate students (calculated at a five-year average of more than 30 points, according to scale following numbered items) will normally agree to direct only one additional PhD dissertation or one MA thesis per year.
6. Graduate faculty who are already supervising an excessive number of graduate students (calculated at a five-year average of more than 40 points) will normally not supervise additional graduate students until the faculty member's load falls below 40 points. Exceptions may be necessary because of specific student interests and because of faculty research assignments.
7. A faculty member who is involved in a high number of graduate student committees (a five-year average of more than 30 points) should consider, depending on their students' dissertation topics, whether another faculty member could serve in her/his place on the committee after the examinations are completed.
8. Ordinarily pre-tenure faculty members will not direct graduate independent studies or directed readings. Exceptions can be made with a waiver from department head, decided in consultation with the DGS. No exceptions will be made for first-year faculty.
9. Faculty members whose graduate supervision is excessively high (averaging 40 points or higher according to the point system below), may request one of the following:
  - a) a reduction in service to departmental standing committees;or
  - b) a release from undergraduate advising dutiesor

c) a release from teaching in-load supersections or large lecture sections

10. The Director of Graduate Studies and the Director of the MFA Writing Program will inform faculty about the distribution of graduate supervision during each academic year.

11. Service on PhD or MA committees in other departments at UNCG will be counted in a faculty member's total workload calculation, based on the scale below. Documentation of such service will need to be provided to the DGS each academic year at the time of the annual report. [This item was approved as an amendment in November 2010.]

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Given the year-to-year fluctuations in the number of graduate students supervised, the following point system should be calculated based on a five-year average, with the fifth year counting as the current year:

Chairing or co-chairing PhD or MFA committee: 5 pts.

Member of PhD or MFA committee, or chairing or co-chairing MA committee: 3 pts.

Member MA committee: 2 pts.

Directed Reading (ENG 778): 2 pts.