

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 and the College of Arts and Letters 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 instruction, research, service, and administration.

In this document, “faculty” refers to all full-time faculty: tenured, tenure-track, and non-tenure-track.

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

Instruction

Instruction falls into four categories:

- Instruction-Related Activity: Courses taught (e.g., lecture, independent study, thesis, dissertation, etc.)
- Out-of-Classroom Activities Related to Instruction: New course development, new teaching modalities, major course revision, development of digital or web-based modules, tutoring, work with students in office hours, etc.
- Other Instruction Activity: Supervision of undergraduate or graduate students
- Student Advising, Recruitment: Formally assigned advisees, informal advising, student recruitment activity, etc.

In the base case, each 3-credit course counts as three workload units.

Courses taught at a site other than the instructor’s primary campus will include extra workload units calculated according to average hours per week traveling, with approximately 2.67 hours per week equivalent to one workload unit. For example, travel from Pocatello to Idaho Falls and back twice a week would equal 1.5 workload units. In accordance with the College Workload Policy, instruction activities other than assigned classroom instruction will be calculated according to average hours per week, with approximately 2.67 hours per week equivalent to one workload unit. See Appendix A.

In general tenure-track faculty will fulfill nine units of instruction per semester within the regular academic year. Actual classroom instruction may vary significantly because of types of courses and additional instructional activities at both the undergraduate and graduate levels: dissertation and thesis supervision and committee membership; the supervision of graduate

teaching internships, practica, and mentoring; supervision of independent study and tutorials; undergraduate advising; and serving on graduate exam committees.

Tenure-track faculty may qualify for a classroom instructional load of 9-6 units if heavily involved in the supervision of graduate students or other teaching-related activities in the department. A tenure-track faculty member wanting a reduced classroom instruction load must request such an assignment each year based on the expectations of workload for additional instructional activities for the next academic year. Requests are made to the Department Chair and approved by the chair and the college dean. In all cases, the total of all instructional activities will be 18 units for the academic year.

In general full-time non-tenure-track faculty (lecturers) will fulfill 12-15 units of instruction per semester within the regular academic year. Lecturers will typically teach four courses, making up the remainder of their workload with other assigned instructional or service duties. As with tenure-track faculty, workload units will be considered for additional instructional activities, including but not limited to supervision of independent study, undergraduate advising, and tutoring.

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.”¹ The National Council of Teachers of English’s “Statement of Class Size and Teacher Workload: College” concurs.² In accordance with these policies from our two most significant governing bodies for English teaching, full-time non-tenure track faculty will, in general, teach four 3-credit courses each semester to fulfill their instructional expectations.

Research and Creative Activities

All full-time tenure-track faculty members are required to be actively engaged in research and/or creative activities in their areas of specialization. Tenure-track faculty typically have a workload assignment of 3 or more units in this area. In accordance with the College policy, normally one workload unit will be allocated for approximately 2.67 average weekly hours spent in scholarly or creative activities.

Faculty are considered to be fulfilling minimal required research and creative activity obligations if they are actively engaged in and making progress on a research or creative project each year. Evidence of such progress might include, but not be limited to, submission of conference proposals, article manuscripts, and book prospectuses. Such work is expected to lead to productive results primarily through the publication of work in peer-reviewed books,

¹ *ADE Bulletin* 147-148 (2009): 89-91.

² NCTE: National Council of Teachers of English, accessed 26 September 2012.
<http://www.ncte.org/positions/statements/classsizecollege>

refereed professional journals, edited creative journals, and other appropriate refereed venues; and through presentations at conferences and professional meetings. In addition, appropriate research and creative 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; organizing conference presentations; writing internal and 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.

In general, non-tenure-track faculty are not allocated any workload units for research/scholarly activities unless such activities fulfill a departmental need and are approved in advance by the Department Chair and the College Dean.

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

Tenure-track faculty are expected to perform both institutional service and external service (professional service outside of the university). Tenure-track faculty are expected to perform 1-2 workload units of service each semester.

Non-tenure track faculty may be assigned departmental service, depending upon their instructional workload.

Normally one workload unit will be allocated for approximately 2.67 average weekly hours spent in service activities. See Appendix B.

Institutional Service: All tenure-track faculty will participate in at least one standing committee in the department each year. Institutional service may also include service on college or university committees.

External Service: Professional Service outside of the university includes activities in which faculty offer their professional expertise to professional or public organizations or efforts. These activities include, but are not limited to, the following: 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 in English, Director of Composition, Director of Undergraduate Studies in English, Department web master, and editor of a nationally recognized journal. 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.

Approved by Department of English and Philosophy faculty: October 5, 2012

Appendix A: Instructional Workload Guide

New Course Preparation Time

1.5 hours/week (.6 WLU)

Undergraduate Instructional Activities

- ENGL 3348 English independent study: 1.67 hours per week (.6 WLU per student)
- PHIL 4492 Philosophy senior tutorial: 1.67 hours per week (.6 WLU per student)
- PHIL 4480 Philosophy independent study: 1.67 hours per week (.6 WLU per student)
- ENGL 4410 Professional writing internships: .27 hours per week (.1 WLU per student)
- Honors project supervision: 1.67 hours per week (.6 WLU per student)
- Formally assigned undergraduate advising: .27 hours per week (.1 WLU)
- Informal advising activities (office hours, e-mail, chat appointments, web conferencing, and writing student recommendations): 2 hours per week (.8 WLU)

Graduate Instructional Activities

Single Semester Activities

- Serving as an external Graduate Faculty Representative: .27 hours/week (.1 WLU per student)
- M.A. TA Mentoring (first semester): 1.67 hours per week (.6 WLU)
- M.A. TA (3rd and 4th semesters) and Ph.D. TA Mentoring: .27 hours/week (.1 WLU)
- Ph.D. Cooperative Internship Mentoring: 1.75 hours per week (.7 WLU)
- Ph.D. Independent Internship Mentoring: .8 hours per week (.3 WLU)
- Ph.D. Externship Mentoring: .27 hours per week (.1 WLU)
- ENGL 7783 TESOL Practicum: 1 hour per week (.4 WLU)
- ENGL 6690 Graduate Reading (3cr.) 1.67 hours per week (.6 WLU)
- ENGL 6694 Dissertation and Comprehensive Exam Preparation .8 hour per week (.3 WLU)
- M.A. Set Text Committee: .8 hours per week (.3 WLU)

Multi-Semester Activities

Hours include summer advising and, retrospectively, proposal writing time. Notice the cap on the maximum number of semesters or graduation (whichever is earlier). A student's proposal must have been approved for the adviser to begin to earn WLU's.

- ENGL 6650 M.A. Thesis
 - Advisor: 1.33 hours per week (.5 WLU; max 2 semesters)
 - Committee member: .67 hours per week (.3 WLU; max 1 semester)

- ENGL 6651 M.A. Paper
 - Advisor: 1.33 hours per week (.5 WLU; max 1 semester)
 - Committee member: .33 hour/week (.1 WLU; max 1 semester)

- ENGL 8850 Ph.D. Dissertation
 - Advisor: 1.33 hours per week (.5 WLU; max 4 semesters)
 - Committee member: .67 hour/week (.3 WLU; max 4 semesters)

Appendix B: Service Workload Guide

This chart outlines departmental service work for full-time faculty (tenured, tenure-track, and non-tenure-track) according to WLUs (workload units) and the equivalent number of hours per week worked, on average. Calculations attempt to include estimated time needed outside of meetings for preparation and review of documents.

Activity	WLUs per semester	Hours per week*
Committee Chair	1.5	4
Committee Member**	.75	2
Graduate Cmte Member	1	2.67
P&P Committee Member	1	2.67
ECP Committee Member	1.5	4
Task Force Chair	1.5	4
Task Force Member	.75	2
Departmental Meetings	.25	.67

*1 WLU = 2.67 hours per week

**Other than Graduate Committee, P&P, and Early College Program Committee (ECP)