

Chapter 8

Teaching Load

Curriculum Modification Plans

Individual Accountability Policy

- Departmental curriculum modification plans will continue to be processed in the fashion they have in the past. Specific departmental expectations for faculty members must be spelled out in the departmental modification plans. While departmental expectations of faculty performance will vary according to discipline, at the minimum they should establish types and levels of scholarly or artistic activity and accomplishment for persons with modified teaching loads that exceed what is expected from persons with standard teaching loads.
- Any faculty member in a department with an approved curriculum modification plan who wishes to shift up to three hours per semester from teaching to scholarly endeavors must submit an individual plan. The plan must explain the nature of the work to be undertaken and the expected outcomes. In general, the work should result in some form of off-campus, peer reviewed scholarly or artistic product. Individual plans can cover any period of time up to three years.
- Individual plans will be reviewed first by the appropriate departmental committee or committee of the whole. Department chairs will forward all individual plans along with their recommendations and the recommendations of the departmental committee to the Dean's Office for final approval. In any case where there is a difference of opinion between the Dean and the recommendation of either the department or the chair, the Dean will consult with the chair before reaching a final decision.
- Toward the conclusion of the time period specified in the individual plan, the faculty member must submit a progress report summarizing the work accomplished. If the faculty member desires to extend the individual plan, a new proposal along with the progress report must be reviewed as described in 2 and 3 above. Extensions may be granted for a period up to three years. There is no limit to the number of extensions that an individual faculty member can receive.

Since faculty members are encouraged to pursue long-term and, in some instances, high-risk research or artistic projects, it is recognized that not all plans will be accomplished as projected. Faculty members may be permitted to extend an individual plan even if their work did not fulfill their original expectations.

- All approvals for individual plans must be obtained before the time that chairs submit draft timetables to Scheduling for the semesters during which the plan is to be in effect. (Special arrangements will be made for individuals entering their first year of service).
- In cases where an individual has been granted release time equal to 0.5 or more through administrative service to another unit, the load expectation through the Curriculum Modification Plan will be applied proportionally against a typically reduced load of 18 credits per academic year. To illustrate: A normal teaching

load for faculty is 24 credits per academic year. If 12 credits are bought out because of an administrative assignment to another unit, the load is reduced by half to 12 credits. The College teaching expectation is therefore calculated as one half of 18 credits or a total of nine credits per academic year.

All faculty members, including those who have not been granted reduced teaching loads through the Curriculum Modification Program, are expected to maintain a reasonable engagement with scholarship, demonstrated by peer reviewed outcomes through appropriate professional venues.

Each October, faculty members not currently participating in the Curriculum Modification Program may submit requests for reduced teaching loads to allow them time to increase their scholarship productivity. Such requests must be accompanied by a memo from the faculty member's department chair* attesting that the individual has maintained a reasonable engagement with scholarship, as shown by his/her professional record. Faculty members who have not met these minimal expectations in scholarship are ineligible to receive reduced teaching loads through a Curriculum Modification Plan.

*Should the individual requesting the reduced teaching load through the Curriculum Modification Program be the department chair, this memo should be submitted by the chair of the department's merit, executive, or personnel committee, as defined by the departmental by-laws.

Approved by COLS Faculty Committee, 5 March 2008

Conditions Applying to Persons on Curriculum Modification Plans

Normally, any faculty member who enjoys a teaching load of less than 24 credit hours per year in exchange for an increased expectation for research may not receive CAS for teaching an extra course on this campus or receive payment for teaching extra courses on other system campuses.

Exceptions will be made in cases where a faculty member has been hired for a teaching assignment in another unit on this campus. In such cases, however, the faculty member will be ineligible for additional compensation for teaching during the subsequent summer session.

Approved by COLS Faculty Committee, 5 March 2008