

## **Political Science Department Faculty Workload Policy**

### **I. Purpose**

The Political Science Department Workload Policy sets guidelines for Political Science faculty's teaching, research, and service duties. Faculty workloads should be

research culture and reputation of the Department, the College, and the University. In addition to teaching courses, pre-tenure faculty are expected to mentor a full load of political science majors and minors and serve on Political Science Honors thesis and MA thesis committees. Pre-tenure faculty are also expected to do service in the Department and the College of Arts and Sciences.

### **B. Tenured Faculty**

- i. Teaching: 12 workload units
- ii. Research: 9 workload units
- iii. Service: 3 workload units

Summary: Tenured faculty members are eligible for a two-two course assignment, provided that they:

1. Maintain “research active” status
2. Contribute to essential department administrative and service tasks.
3. Mentor a full load of political science major and minors
4. Direct and serve on Political Science Honors thesis and MA or Ph.D. thesis committees as needed or MPA capstones.

Tenured faculty who do not meet these criteria will teach additional classes or perform additional service responsibilities - as detailed below - to achieve a workload consistent with their full-time status.

### **C. Non-Tenure Track Faculty**

Summary: In the Political Science Department, non-tenure-track faculty members have a variety of different responsibilities. Some have more teaching responsibilities - though not usually greater than a

**B. Tenured Faculty**

Tenured faculty are expected to meet the following criteria – specified in greater detail below - to be considered “research active” and eligible for a two-two course load.

A general guideline for research active status is completing one of the following

1. Publication of two single-authored refereed articles every 4 years
2. Two co-authored refereed articles every 3 years
3. A book every 6 years

These examples are not intended to be exhaustive. Consistent with the Political Science Department’s criteria for tenure and promotion, research activity ordinarily can be shown by peer-reviewed articles in well-regarded disciplinary journals or the equivalent in a scholarly, peer-reviewed book published with a reputable press. Quantity expectations

process for particular publications or alternative evidence of scholarly significance. The committee will decide whether the quality and significance of the publication or other scholarly activity merits research active status.

### **C. Nontenure-track Faculty**

Individual non-tenure track faculty may have differing requirements for research as well as teaching and service from those of pre-tenure and tenured faculty. Faculty who do not have a 50-40-10 workload will have research expectations as determined in negotiation with the department chair.

For non-tenure track faculty, publication of research findings in refereed publications is clear evidence of having achieved competence in scholarship. For non-tenure track faculty whose primary responsibilities are teaching, administration, and/or service, scholarship need not be peer-reviewed books or journal articles. Scholarship that advances teaching expertise is particularly valued. Other forms of scholarly productivity will also be used to evaluate non-tenure track faculty. Some examples are

- i. Participation in the acquisition and execution of research grants
- ii. Papers presented at academic conferences and workshops
- iii. Development of pedagogical or assessment materials.
- iv. Participation in national workshops
- v. Non-referred publications appropriate to the candidate's responsibilities
- vi. Poster sessions
- vii. Invited presentations
- viii. Membership on master's or doctoral research committees or oral comprehensive exams

- ii. Successfully apply to reallocate teaching time to research. To receive a research reallocation, faculty must present the chair a two-page written proposal outlining what will be accomplished in the reduced-teaching semester. No faculty member may receive more than one research allocation by the chair as a substitute for a cancelled course within a four year period unless previously negotiated (e.g. when the faculty member was hired or contract renegotiation).
- iii. Successfully apply to reallocate teaching time to service. To receive a service reallocation, the faculty member must provide the chair a proposal stating how that member plans to complete equivalent of 3 workload units of service as defined by Section V of this workload policy. The chair must approve all service reallocations in writing.
- iv. Use an earned reallocation –

the evaluation year. If not, a midyear a revision in the individual workload agreement may be necessary.

Faculty members may earn additional workload units that can be used to reallocate workload responsibilities within a semester by reducing a teaching assignment. All reallocations require the permission of the chair. Earned reallocations and course reductions must be used within 6 years of the time they are earned as a reallocation or as a substitute for a cancelled course. These units may be earned by teaching, service, or grants as specified below.

**A. Earning Additional Workload Units**

Community Service,” no faculty member may reallocate more than three teaching workload units to service workload units within a three year period.

**C. Earning Additional Workload Units through Grants:**

- i. **Grants and Awards.** If awarded and compensated by internal or external grants, teaching obligations can be reallocated to research. This reallocation