

## **CEAS WORKLOAD GUIDELINES**

CEAS faculty are engaged in a variety of academic, research and service activities. These activities typically include classroom teaching, graduate student advising, undergraduate student advising, sponsored and non-sponsored research, scholarship, professional service, and administrative and committee work for their school, college and university.

Each school is responsible for developing a set of workload guidelines to be used by the school director when making teaching and other assignments. In addition to faculty approval, the dean of CEAS and the provost must approve these workload guidelines. In order to insure some measure of uniformity throughout the college; the following teaching load guidelines have been prepared. The expectation is that, regardless of the methodology utilized by an individual school, a faculty member's teaching load will be consistent with these guidelines. The school director is responsible for interpreting these guidelines and assigning teaching for his/her faculty.

### **Faculty Who Primarily Teach - 6 to 8 courses per year**

This includes professor educator, professor of practice, and tenured full-time faculty who focus primarily on teaching only.

### **Faculty Who Teach, Conduct Scholarly Research and Engage in Service - 3 to 6 courses per year**

These faculty teach, are professionally active and engage in service to the institution. They conduct funded research, present their work at conferences and publish in the archival literature. They also advise students, serve on committees, and participate in course/curriculum development.

### **Faculty With Significant Funded Research - 2 to 4 courses per year**

These faculty support and lead a major research operation. They develop a significant number of research and/or educational proposals, have substantial research expenditures and are leaders in professional societies.

### **Additional Guidance**

Under semesters a course is nominally a 3 credit hour undergraduate lecture course with an enrollment of 20-50 students. School directors will use their discretion to assess graduate, laboratory and other courses.

Thesis, dissertation and research courses are not included under this definition of a course.

Faculty may buyout from teaching at the rate of 12.5% of annual academic base salary per course.

All faculty should teach at least 1 course per year.