

Faculty Workload Policy for Penn State's College of Earth and Mineral Sciences

The vision of the College of Earth and Mineral Sciences (EMS) is to generate the newest and best knowledge in the earth, energy, and material sciences with which to prepare today's students to become tomorrow's leaders in government, industry, and academia. That vision can only be realized with a faculty that is strongly committed to inspirational teaching, cutting edge research, and engagement with colleagues, leading scientific institutions, government, and the public. Excellence in all three of those areas is expected from each faculty member. Tenure-eligible and tenured EMS faculty members are expected to:

- provide resident and/or online instruction;
- mentor undergraduate and graduate students;
- maintain highly-respected, (where applicable) externally-funded research programs that involve students, create new knowledge, and apply that knowledge to the benefit of society;
- disseminate their research findings in top-tier peer-reviewed publications;
- contribute significantly to service activities of the department, college, university and their professions.

The EMS faculty workload policy stated below provides a framework within which each faculty member may productively perform his or her duties while meeting the broad expectations of the College and University. The policy provides the flexibility necessary to accommodate the broad range of personal strengths among faculty members.

The goals of the EMS Faculty Workload Policy are to:

1. Provide our students with the best instruction in the earth, energy, and material sciences that is available anywhere;
2. Facilitate the productivity of faculty members with highly active research programs and/or exceptional service responsibilities by adjusting their teaching and/or service loads;
3. Rebalance the workload of faculty members whose research productivity significantly falls short of normal expectations by increasing teaching and service duties with the goal of increasing productivity;
4. Personalize the workload of each faculty member in accordance with items 1-3;
5. Reduce or eliminate unnecessary under-enrollment in EMS courses.

The elements of the Policy are:

1. All tenured and tenure-eligible faculty members are expected to teach in the resident and/or online instruction program of the College;

2. A normal teaching load for a tenured or tenure-eligible faculty member is four courses per calendar year. The department head may increase the teaching load of a faculty member above four courses per year as indicated by departmental needs and/or need to increase that faculty member's overall productivity.
3. Teaching expectations will be designed to meet departmental curricular needs according to degree requirements, departmental educational philosophy, professional expectations and values, and departmental priorities.
4. Teaching expectations may be met, according to departmental guidelines, by any combination of resident instruction, World Campus teaching, e-learning, and supervision of graduate students registered for credit;
5. Teaching assignments should maximize the number of undergraduate student credit hours that are taught by tenured and tenure-eligible faculty members. Such teaching assignments must meet the curricular needs of the College and Departments and may include first-year seminars, writing-intensive courses, honors courses, and other medium-size courses at the intermediate and advanced levels;
6. Research productivity, for purposes of assigning each faculty member's workload, will be determined by peer-reviewed publication rate and quality, quantity of sponsored research funding (where applicable), and training of researchers, including post-doctoral scholars—all in accordance with normal standards of the University and broadly consistent with peer institutions in each of the College's disciplines;
7. Department heads are responsible for evaluating research productivity and allocating individual faculty workload assignments each year, and teaching assignments will be made in a timely manner thereby allowing for adequate course preparation;
8. Teaching buyout policies are subject to proper departmental compensation for time being released to perform research and/or service duties. Buyout policies will be set in each of the departments, consistent with departmental needs, and subject to approval by the EMS dean;
9. Department heads may grant teaching release time to individual faculty members in order to allow those faculty members to engage in high visibility instructional, service or research activities; deliver service courses with high enrollment; or prepare for new teaching assignments;
10. Under-enrolled and/or independent individual study courses do not count toward the teaching load unless the professor is required by the department head to teach

the course or an exception is approved by the EMS Associate Dean for Education for some other reason;

11. The use of non-tenure-track faculty members to teach undergraduate courses in the College shall be minimized, except in instances where such faculty members are providing specialized instruction or are covering for temporary unmet teaching needs;
12. While these guidelines apply generally, it is important for the policy to focus on individual faculty members and departmental outcomes in order to define individual roles in the departments which leverage faculty members' strengths and maximize the department's productivity and impact.
13. Departments will establish and maintain a set of benchmarks with which to monitor the teaching effectiveness (course numbers and credit hours) of tenured and tenure-eligible faculty, along with effectiveness of the curriculum.