

Eberly College of Science
University Park Tenure-Line Faculty Instructional Workload Policy

The Eberly College of Science expects all tenured and tenure-track faculty members to have continuing records of high quality teaching; develop and sustain highly productive, internationally-recognized research programs; actively mentor graduate and undergraduate students; and contribute significantly to service activities of the department, college, university and professions. For individual faculty members, the balance of activities among these areas can and will vary over time and within and across departments in order to provide the highest quality educational experiences for our students and to best support departmental, college and university missions and goals. Department heads have flexibility in making instructional workload assignments but need to consider the following guidelines.

- The standard teaching assignment for faculty members at University Park is expected to be the equivalent of four courses or sections per year, unless other conditions discussed in this policy apply.
- Faculty teaching assignments are expected to include undergraduate courses, although the distribution between undergraduate and graduate courses may vary over time.
- Under-enrolled or independent individual study courses do not count as part of the regular teaching assignment unless specifically approved by the department head.
- The anticipated enrollments, category of classes (introductory, honors, graduate), and time required for course development may be considered when making teaching assignments.
- Teaching expectations for each faculty member are considered in the context of her/his total contributions, departmental curricular needs, peer/professional expectations, and departmental priorities.
- Departments may provide a reduction in teaching assignments for high-profile, time-intensive instructional, administrative, service, undergraduate and graduate student advising, or research activities. Teaching assignments may be increased above the standard teaching assignment based on departmental needs and the need to increase a faculty member's productivity.
- With the department head's approval, faculty members may reduce their teaching assignments by supporting a portion of their academic-year salaries on research funds. The research salary support should range from 15-25% of academic-year salary per course. To be approved, such an arrangement cannot create a hardship for the department or negatively impact student learning or progress. The minimum teaching assignment is one course per year.