

January 21, 2007

Guidelines  
College of Education  
Tenure-line Faculty Teaching Expectations

Tenure-line faculty members within the College of Education have expertise in a wide range of specialties and contribute to the mission of the College and University by fulfilling their teaching, research, and service responsibilities. These guidelines are intended to help establish equity in the distribution of teaching responsibilities.

- I. Tenure-line faculty members with active and successful research programs are expected to carry a 2-2 course teaching load (typically 6 credits per semester) or the equivalent along with a complement of advising, supervision, and independent study responsibilities. Course releases may be provided in consultation with the relevant Department Head. Grounds for course releases include the receipt of an externally funded grant or contract providing salary savings, a special assignment like being elected Chair of the University Faculty Senate, or the existence of responsibilities to another unit (e.g., a joint appointment or a jointly funded position with the Children, Youth, and Families Consortium).
- II. The courses faculty members teach should enroll at least the minimum number of students as stipulated by University policy (see: [www.psu.edu/oue/aappm](http://www.psu.edu/oue/aappm)). If a course does not attract a sufficient number of students, the course may or may not be offered but will not be counted as part of the faculty member's teaching load unless there are extenuating circumstances (e.g., a first time offering). Faculty members who teach an under-enrolled course should feel some obligation to provide alternative teaching or other suitable service within the same or some subsequent semester to his/her faculty colleagues for the sake of maintaining equity in the distribution of workload within the Department. It shall be appropriate for Department Heads to initiate conversations about how best to provide this alternative service.
- III. Low enrollment practica at the 400 or 500 level (i.e., those with fewer than 8 or 5 students, respectively) and independent study courses will not count as part of the normal 2-2 course teaching load.
- IV. Courses with a history of being under-enrolled are particularly problematic and curricula should be periodically reviewed to identify instances of persisting low enrollment courses. Efforts should be made to keep the incidence of such low enrollment courses to a minimum in keeping with a commitment to high quality.
- V. Special topics courses are to be offered a maximum of two times in keeping with University Faculty Senate legislation.
- VI. Department Heads will monitor compliance with these guidelines.

Endorsed by the College of Education Faculty Council on January 18, 2007