

## **Penn State Behrend Faculty Workload Guidelines**

Institutions of higher learning benefit when faculty members align their professional strengths and interests with institutional needs. Accordingly, these workload guidelines include a flexibility that will allow faculty members -- especially tenured faculty members -- to be highly productive while ensuring that the College fulfills its teaching, learning, research, and service missions.

Faculty workload responsibilities consist of teaching, research, and service. Per University contract, a faculty member's teaching duties are assigned annually by the School Director. Any changes to the standard workload may only be made after consultation between the School Director and the faculty member and receiving approval from the Associate Dean for Academic Affairs.

### **Standard Teaching Loads**

Fixed-term	12 credits per semester, 24 credits per year
Tenure-track	9 credits per semester, 18 credits per year <sup>1</sup>
Tenured	9 credits per semester, 18 credits per year <sup>2</sup>

<sup>1</sup> The reduction of teaching responsibilities for tenure-track faculty members provides an opportunity to develop a research record worthy of tenure and promotion to associate professor.

<sup>2</sup> The remainder of a tenured faculty member's workload will consist of a combination of teaching, research, scholarship, outreach, and service activities.

### **Variations of Teaching Loads**

The School of Humanities and Social Sciences practices the standard 3-3 teaching load with accommodations made for large lectures (i.e.,  $\geq 120$  students = two classes). The School of Science and the School of Engineering have similar point systems that equate lectures and labs to the eight-course and six-course standard loads. In the case of Science, the contact load limits take American Chemical Society approval into account. The Black School of Business assigns its faculty a course load commensurate with AACSB requirements and academic qualifications.

### **Tenured Faculty Workload**

Tenured faculty members maintaining a productive program of research or a program of scholarly, outreach, and service activities supporting the College's and University's missions will retain the 3-3 teaching load they enjoyed while on the tenure-track. Any changes to the standard 3-3 teaching load may only be made after consultation between the School Director and the faculty member and receiving approval from the Associate Dean for Academic Affairs.

A productive research program consists of ongoing and sustained activities that have tangible peer-reviewed outcomes. A flexible understanding of a productive research program is required in the Behrend environment with its wide variety of academic disciplines, the lack of research-oriented graduate programs, and an equal evaluative weighting of teaching and research. The academic schools are the primary units that establish research standards appropriate for their academic disciplines. Research productivity can be expected to change from year to year because of cycles of investigation interspersed with publication, the temporary reallocation of effort to teaching or service responsibilities, and personal circumstances.

A tenured faculty member's program of scholarly, outreach, and service activities supporting the College's and University's missions must be negotiated between the School Director and faculty member.