



# Missouri State

U N I V E R S I T Y

August 6, 2007

TO: Chris Craig, Associate Provost

FROM: Lorene Stone, Dean, College of Humanities and Public Affairs

RE: **CHPA Policies and Procedures for Faculty Reassigned Time**

As requested, I have compiled policies and procedures for faculty reassigned time and overload within the College of Humanities and Public Affairs. All of our departments ascribe to formal college-wide policies, but some departments, especially those teaching large sections of general education courses, have varied definitions of workload. I provide a brief summary below, followed by specific policies and procedures.

#### Standard Teaching Loads in the CHPA

- Instructors: 12 credit hours per semester
- Ranked (probationary and tenured): 9 credit hours per semester in all CHPA departments if the faculty member has an active research agenda. If a ranked faculty member does not meet the requirements of the College's scholarly reassignment policy, then s/he will teach 12 credit hours.

#### Eligible Activities

- Research/scholarly activity
- Administrative responsibilities
- Extraordinary service responsibilities

#### Application Process

- Faculty request reassigned time during annual workload negotiations with department heads.
- Heads notify faculty in writing regarding workload negotiations, including reassigned time.
- If unexpected circumstances arise, requests for reassigned time may be considered at times other than during the annual workload negotiation.

#### Criteria for Granting and/or Renewing Reassigned Time

- Progress/performance is assessed during annual workload negotiations
- Criteria for progress/performance are governed by the CHPA Policy on Reassigned Time, departments' promotion, tenure and reappointment policies, departmental compensation policies, and evaluations by departmental committees and/or department heads.
- Whether the faculty member is teaching an overload

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### **CHPA Policy for Reassigned Time in Faculty Workload (3 hour reassignment)**

The standard teaching load for faculty is 12 hours per semester during the regular academic year (Article 4.5.1 in Faculty Handbook). Reassigned time may be granted to facilitate an active research agenda or for special service assignments (e.g., program director; Article 7.6.3 in Faculty Handbook).

#### **MINIMUM GUIDELINES FOR REASSIGNED TIME ENDORSED BY THE DEPARTMENT HEADS AND DEAN OF THE COLLEGE ARE APPLICABLE TO ALL FACULTY IN CHPA.**

In general, departments are expected to average 300 credit hours per semester for each ranked faculty member. Granting of reassigned time is dependent on the justification provided by the faculty member as well as such factors as departmental teaching needs and financial ability to pay for replacement per course faculty.

1. Reassigned time for research (must be approved by the department head and dean)
  - A. Those who have **three hours** of reassigned time for research are required to present one paper annually at an academic convention and must publish one refereed article every two years or a book every four to five years.
  - B. Those persons working on books must present evidence to the department head that reasonable progress is being made on the book with good possibilities for publication (e.g., a contract with a publisher) within two years.
2. Reassigned time for special projects or administrative duties
  - A. Those who are given reassigned time for administrative duties must have the approval of the department head and the dean.
  - B. Those who are engaged in special projects (e.g., telecourses, courses on the internet, etc.) may be awarded reassigned time with permission of the department head and the dean

### **CHPA Policy for Faculty Overload**

1. CHPA faculty may teach ONE overload course per academic year for reimbursement.
2. No tenure-track faculty member, who has been given reassigned time, will be paid for an overload, with exception of departmental emergencies or IDS 110. No more than **one** section of IDS 110 may be taught as an overload.
3. All Continuing Education telecourse sections must be taught within the normal faculty workload, not as an overload.
4. No faculty member may teach an overload without the written permission of both Department Head and Dean

**Determination of workload by Department within CHPA:**

Since pedagogy and class size vary from one department to another in the CHPA, the following summary details how workload is determined based on class size.

*Current Levels of Credit for Large Sections:*

Economics: 150 students = 6 hours

History: 90 students = 4.5 hours (teach twice & get 3 hour reduction in subsequent semester)

Philosophy: 90 students = 6 hours\*

Political Sci: 150 students = 6 hours

Religion: 60-75 students = 3 hours and a GA is assigned to assist instructor

SOC/CRM: 90 students = 3 hours

150 students = 6 hours

\*Philosophy justifies giving 6 hours credit for 90 students because of the number of written assignments and essay tests rather than the scantron exams given in PLS and SOC/CRM

REASSIGNED TIME POLICIES AND PROCEDURES  
DEFENSE AND STRATEGIC STUDIES DEPARTMENT

- 1) What is the standard (typical) teaching load for:

Instructors: 12 hours

Ranked Probationary: 9 hours

Ranked Tenured: 9 hours

- 2) What are activities for which reassigned time may be provided?

Research and/or Administrative responsibilities

- 3) What is the process for applying for reassigned time?

Negotiation with Department Head

- 4) What are the criteria for granting and/or renewing reassigned time?

There are no formal criteria, although the department does adhere to the CHPA policies.

## REASSIGNED TIME POLICIES AND PROCEDURES

### ECONOMICS DEPARTMENT

- 1) What is the standard (typical) teaching load for:

Instructors: 12 hours

Ranked probationary: 9 hours

Ranked tenured: 9 hours

- 2) What are activities for which reassigned time may be provided?

Research/creative activity and/or Administrative responsibilities

- 3) What is the process for applying for reassigned time?

Negotiation with Department Head

- 4) What are the criteria for granting and/or renewing reassigned time?

There are no formal criteria, although the department does adhere to the CHPA policies.

Note: One section of 157 students is counted as a 6 hour load.

## REASSIGNED TIME POLICIES AND PROCEDURES

### DEPARTMENT OF HISTORY

1) What is the standard (typical) teaching load for:

|                     |        |
|---------------------|--------|
| Instructors         | 12 HRS |
| Ranked probationary | 9 HRS  |
| Ranked tenured      | 9 HRS  |

2) What are activities for which reassigned time may be provided?

Research/creative activity, regular faculty with 9 hrs teaching load are expected to meet the existing requirement of the college guideline for released time, i.e. to publish 1 article every two years or 1 book every 5 years. However, this has not been rigorously enforced yet.

Administrative responsibilities: Graduate Director used to have 3 hrs per AY

Other: Instructors teaching large classes of 90 students have 3 hrs when they teach the second time.

3) What is the process for applying for reassigned time?

The Head negotiate with instructors for teaching large classes on a volunteer basis.

4) What are the criteria for granting and/or renewing reassigned time?

None, other than referred to above. That is because we have by and large had a uniformed 9 hr teaching load for everyone so far.

## REASSIGNED TIME POLICIES AND PROCEDURES

### PHILOSOPHY DEPARTMENT

- 1) What is the standard (typical) teaching load for:

Instructors: 12 hours

Ranked probationary: 9 hours

Ranked tenured: 9 hours

- 2) What are activities for which reassigned time may be provided?

Research/creative activity and/or Administrative responsibilities

- 3) What is the process for applying for reassigned time?

Negotiation with Department Head

- 4) What are the criteria for granting and/or renewing reassigned time?

There are no formal criteria, although the department does adhere to the CHPA policies.

The department does have a policy on faculty workload (see below), that will need to be revised because it makes reference to the previous version of the Faculty Handbook

(From Philosophy Department Policy book)

### FACULTY WORKLOAD

Workload can generally be determined through implementation of the procedures of the Roles and Rewards Policy, involving determination of goals for a given year

General Guidance on workload can be found in 2.3.1.1 of the Faculty Handbook which makes two points:

- 1) that “significant responsibilities for research and service” are part of “expected faculty workload” and
- 2) that because of the research/service responsibility “average departmental

teaching loads for full-time faculty should approximate 18 equated hours per academic year”.

The Faculty Handbook (2.3.1.2.1) distinguishes between publishable research and the general expected scholarship need to keep up with areas taught. Teaching up to 24 hours a year (as stated in 2.3.1.1) could be a way of addressing a lack of published research. Otherwise, the 18 hour yearly teaching load is the norm

(4/23/99)

NOTE: One section of 90 students is counted as a 6-hour load.

## REASSIGNED TIME POLICIES AND PROCEDURES

### DEPARTMENT OF POLITICAL SCIENCE

1) What is the standard (typical) teaching load for:

Instructors **12 hours**

Ranked probationary **9 hours**

Ranked tenured **9 hours**

2) What are activities for which reassigned time may be provided?

Research/creative activity **Research as evidenced by conference presentations and/or publications**

Administrative responsibilities **3-hour course reduction for program director**

Other **Receiving grants which include a teaching buyout**

3) What is the process for applying for reassigned time? **Each faculty must submit a research agenda and expected publications or conference participation for the next academic year**

4) What are the criteria for granting and/or renewing reassigned time? **Evidence of conference participation and publications**

## REASSIGNED TIME POLICIES AND PROCEDURES

### RELIGIOUS STUDIES DEPARTMENT

1) What is the standard (typical) teaching load for:

**Instructors:** four-four (i.e., 12 hours)

**Ranked probationary:** three-three (i.e., 9 hours). In principle it is four-four, but it is regularly reduced to three-three for those faculty who have an active research agenda

**Ranked tenured:** three-three (i.e., 9 hours). In principle it is four-four, but it is regularly reduced to three-three for those faculty who have an active research agenda. The Protestant Studies chair teaches two-two (i.e., 6 hours).

2) What are activities for which reassigned time may be provided?

**Research/creative activity:** Yes, but only for the regular reduction from four-four to three-three for ranked probationary and tenured faculty.

**Administrative responsibilities:** Yes, the general graduate advisor is given one-course per year reassigned time. So he teaches three-two or two-three. For 2007-2008 the general graduate advisor was offered monetary compensation in lieu of the reassignment, but chose the reassignment.

**Other:** None.

3) What is the process for applying for reassigned time?

All ranked probationary and tenured faculty are required to submit a report to document that they have an active research agenda to justify the reassignment from four-four to three-three. The one-course reassigned time for the general graduate advisor is awarded on a regular basis, without applying.

4) What are the criteria for granting and/or renewing reassigned time?

No criteria are required since reassigned time is not really awarded discretionarily.

## REASSIGNED TIME POLICIES AND PROCEDURES

### DEPARTMENT OF SOCIOLOGY, ANTHROPOLOGY AND CRIMINOLOGY

#### 1) What is the standard (typical) teaching load for:

**Instructors-** twelve credit hours per semester, or 24 credits per academic year in cases where an instructor might offer a four credit hour course (such as the CRM 490/491 internship) during a given semester.

**Ranked probationary-** nine credits per semester.

**Ranked tenured-** nine credits per semester.

At this time, all faculty teaching a course with an enrollment possibility of 90 students or less receive three credit hours for each course. Faculty offering a course with the possibility of 150 enrolled students receive six hours credit for that course. Thus, if a faculty member is teaching a class of 150 students and another smaller course, they are considered to have a nine-hour load.

We do not offer classes with an enrollment cap between greater than 90 and less than 150. Classes either are capped at 150 students or up to 90 students. We typically only offer one or two sections in any semester with a cap of 150 students.

#### 2) What are activities for which reassigned time may be provided?

**Research/creative activity-** preparation of journal articles, professional conference presentations, community-based engaged research, grant-writing, etc.

**Administrative responsibilities-** program coordinators may choose either three additional hours of reassignment per semester or a \$2,500 supplemental stipend per semester. On occasion when the need is demonstrated, the Director of the Center for Social Science and Public Policy Research receives a six-hour teaching load in a given semester.

**Other-** Beginning in August 2007, entry-level tenure-track faculty receive a six-hour teaching load during the first year. Tenure-track faculty beginning in August 2006 received a six-hour teaching load for one semester.

Also, our Department has a policy to give faculty credit for supervising independent studies, individual internships (those in SOC and ANT since CRM 490 is a regular required offering), service learning components, etc. For every 45 generated student credit hours the faculty member receives three hours of additional reassignment for scholarship in a coming semester.

that is convenient for Department offerings. For example, in a given semester a faculty member might offer a service learning component to 20 students for one credit hour each. After completing this supervision, that faculty member receives 20 credits toward the 45.

**3) What is the process for applying for reassigned time?**

When faculty submit teaching preferences and requests for an upcoming semester, they also attach a request for reassigned time. The request should include a broad plan for the time along with a brief summary of recent scholarly accomplishments.

The Department Secretary keeps a spreadsheet with accumulated credits generated outside of the regular faculty teaching load (i.e. independent studies, service learning students, individual internships). When 45 generated credits are reached, the Secretary informs the Department Head who then negotiates the additional reassignment with the faculty member.

**4) What are the criteria for granting and/or renewing reassigned time?**

We follow the College of Humanities and Public Affairs reassigned time policy. Faculty must demonstrate an active scholarly agenda along with an adequate record of accomplishment. Specifically, those who have reassigned time for research are encouraged to present one paper annually at a convention which draws nationally and must publish one refereed article every two years, or a book every four to five years. Those persons working on books must present evidence to the department head that reasonable progress is being made on the book with good possibilities for publication (e.g., a contract with a publisher) within two years.