



CAMPUS MEMO

TO: Chris Craig, Associate Provost
FROM: Carey Adams, Dean, College of Arts and Letters
CC: Department Heads and Associate Dean, College of Arts and Letters
DATE: Tuesday, August 07, 2007
RE: COAL policies and procedures for faculty reassigned time

As requested, I have compiled policies and procedures for faculty reassigned time within the College of Arts and Letters. Although there is no formal college-wide policy and workload definitions vary by discipline, departments largely are consistent with respect to philosophy and intent. I provide a brief summary below, followed by specific policies and procedures by department.

Letters (English; Communication; Modern & Classical Languages; Media, Journalism and Film)

Standard Teaching Loads

- Instructors: 12 credit hours per semester
- Ranked (probationary and tenured): 9 credit hours per semester is typical for ENG, COM, and MJF; MCL varies from 9-12 hours per semester

Eligible Activities (all four departments)

- Research/creative activity
- Administrative/outreach responsibilities
- Extraordinary service responsibilities

Application Process

- Faculty request reassigned time during annual workload negotiations with department heads.
- Heads notify faculty in writing regarding workload negotiation, 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 departments' promotion, tenure and reappointment policies, departmental merit evaluation policies, and evaluations by departmental committees and/or department heads

Arts (Art & Design; Music; Theatre & Dance)

Standard Teaching Loads

- Instructors: 12 credit hours per semester (either four 3-credit hour courses for traditional teaching or 18 contact hours for studio and applied faculty)

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- Ranked (probationary and tenured): 9-12 credit hours per semester; relatively few faculty members in these departments receive reassigned time

Eligible Activities (all three departments)

- Research/creative activities
- Administrative/outreach responsibilities
- Extraordinary service responsibilities

Application Process

- Faculty request reassigned time during annual workload negotiations with department heads.
- Heads notify faculty in writing regarding workload negotiation, including reassigned time
- In Music, faculty negotiate reassigned time with the department head on a semester-by-semester basis.
- 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.
- In Music, progress/performance is reviewed by the department head on a semester-by-semester basis.
- Criteria for progress/performance are governed by departments' promotion, tenure and reappointment policies, departmental merit evaluation policies, and evaluations by departmental committees and/or department heads.

College of Arts and Letters Overload Assignment Policy

Under typical circumstances faculty receiving reassigned time (i.e., teaching fewer than 12 equated hours) are not eligible for overload compensation. An "overload" assumes the faculty member already has a full teaching load of 12 equated hours. In exceptional cases department heads may recommend to the dean that an individual teaching fewer than 12 equated hours receive compensation for an additional teaching assignment. In such cases at least two criteria must be met: (1) the additional assignment is to meet critical, short-term program needs, and (2) there is compelling evidence that the faculty member can and will make full and productive use of the retained reassigned time. Overload assignments are assumed to be voluntary, although faculty members are urged to seek the greater good of their programs in taking on additional assignments.

When paid by the college the typical overload compensation will \$2400 per three credit hour course (or the equivalent). Compensation greater or less than this amount may be negotiated in special individual circumstances, subject to approval by the dean. Compensation paid by units external to the college is determined by agreements negotiated among the external unit and the individual faculty member in consultation with the department head and dean.