

Workload Policy

College of Engineering

The faculty members in the College of Engineering are expected to demonstrate excellence in all three components of their professional responsibilities: teaching, research, and service. It is recognized that the effort devoted by a faculty member to each of these areas will vary with time.

Since the fundamental role of the university is to educate our students then teaching must be given sufficient attention by the College and its faculty to ensure excellence in our educational programs. Furthermore, as a research-intensive institution, research productivity becomes a critical measure by which the College performance is assessed both internally and externally. Research excellence and innovation are paramount for attracting and retaining outstanding graduate students. Lastly, all faculty members are expected to participate in service activities within the University and in their respective professional societies. As their careers develop, faculty members are strongly encouraged to take on leadership roles in regional, national, and international professional and technical organizations. The balance of responsibilities among these three categories may vary over time for each faculty member based on his/her professional activities.

The normal workload for a tenured or tenure-track faculty member in any unit of the College of Engineering, except for Engineering Technology Division, is considered to be:

- Teaching three courses per academic year
- Maintaining an active research portfolio, which includes refereed journal and conference publications, writing proposals, securing external research funding, and advising graduate students to completion of their M.S. or Ph.D. degrees
- Participating in university and/or professional society services

The normal workload for a tenured or tenure-track faculty member in the Engineering Technology Division is considered to be:

- Teaching five courses per academic year
- Securing external grants and contracts, writing proposals, advising graduate students to completion of their M.S. degrees, and supervising Senior Projects
- Participating in university and/or professional society services

The annual teaching load per faculty member may either increase or decrease depending on his/her efforts in the research and service categories. It would be appropriate to consider a teaching load reduction for individuals involved in significant service responsibilities over an extended period of time in order to offset their added responsibilities. Conversely, for faculty members who are not actively involved in research then their teaching and service loads will be expected to increase in order for their overall contribution to be commensurate with other faculty members in the College. In any case, the teaching load per faculty member should not exceed 6 courses per academic year.

The teaching load for individuals with administrative appointments at the College or University level will be determined by their contractual negotiations. For these individuals, this policy requires them to teach at least one course per academic year unless it is otherwise agreed upon by the Dean.

The teaching load for faculty who receive approval for one semester sabbatical will be two courses for the academic year in which the sabbatical is approved.

Faculty may buy out of teaching a course (up to one course per year, with approval of the department chair) by paying 1/8th (12.5%) of their academic year salary – plus benefits – from an external grant. Requests for course buy outs should be made to the respective department chair no later than one full term before the term of the requested buyout.

A proposed deviation from the normal teaching load for any faculty member will be determined by the Department Chair in consultation with the faculty member. In the case of increased teaching load, the selection of the courses should be consistent with the area of expertise of the faculty member in order to provide the best instruction to the College of Engineering students. The increase in the teaching load should be based on the Department instructional needs, which aim at minimizing the dependency on part-time faculty. Moreover, it should take into consideration the effort of the faculty member towards course/laboratory development, service as Associate Chair, Graduate Program Chair, Undergraduate Program Chair, significant service on college and university committees, liaison for a College project, online courses, editorship of a journal, general chair of a major conference, and other significant professional activities.

In the case of disagreement between the Chair and the faculty member on the proposed change in the teaching load, the matter should be referred to an appropriate elected Committee as determined by the Department Bylaws for advice and recommendations. If the disagreement persists then the matter should be forwarded to the Dean for his/her consideration and recommendation.

A change in the teaching load for any faculty member will be recommended by the Department Chair pending the final approval of the Dean.