Incentive for Reduced Teaching Load Policy

Adopted Fall 2023

Reduced Teaching Load Policy

This policy aims to encourage faculty members to produce high-quality academic research and equitably reward those who do so.

Normal Teaching Loads for New Hires

As per University Procedure 12.03.99.Hl.01 Faculty Academic Workload and Reporting Requirements (Revised: August 3, 2023, and the Next Scheduled Review: August 3, 2028), *the standard workload for full-time tenured and tenure-track faculty members is 24 workload credits per academic year (the two long semesters). (Part-time faculty workload credits are proportional to the full-time equivalent appointment.) The standard workload for full-time fixed-term (non-tenure-track) faculty is 30 workload credits per academic year. These workload credits are assigned for direct instruction and for a variety of instructional-related, administrative, scholarly, and service activities.*

Due to our AACSB accreditation, all business faculty who meet the criteria for Scholarly Academic (SA) are normally assigned 21 credit hours per academic year teaching load (the two long semesters). Non-qualified Scholarly Academic (SA) faculty will be assigned 24 credit hours per academic year teaching load (the two long semesters). Newly hired tenure-track faculty will be assigned 18 workload credit hours for their first year.

Reduced Teaching Loads for Faculty Engaging in High-Quality Research

Faculty members achieving high-quality research performance will be eligible for teaching load reductions. High-quality research performance is defined as publishing an article in the A and B journals per the list of the ABDC or SJR or a departmental-approved high-quality list of journals. Any tenured or tenure-track faculty member who publishes an article in the A and B journals of ABDC or SJR list will be awarded a one-course load reduction for the following academic year from the date of the manuscript's acceptance. That would make faculty members load as total 18 workload credits hours per academic cycle.

Both the actual award of a course reduction and its timing, however, are dependent upon the needs of the department and the availability of resources in the college and department. A teaching load reduction may be deferred for a maximum of one academic year with the dean's and chair's approval.

Under no circumstances will this policy reduce teaching loads below 18 credit hours per academic year teaching load (the two long semesters).

Procedures and Responsibilities

The department chairs are responsible for recommending an eligible faculty member for a reduced load based on the individual's annual report. This should be completed within 30 calendar days of the annual review date. Department chairs will provide the completed application form (attached), evidence of an unconditional acceptance, and a copy of the article in one of the qualifying journals to the dean's office when submitting their course release request.

Other Teaching Load Reductions

This policy does not cover teaching load reductions for extraordinary service and grants and will be negotiated between the faculty members, the department chair, and the dean. Additional teaching load reductions for extraordinary research accomplishments may be awarded by the department with the approval of the dean.

Implementation Timeline

This policy will become effective with the start of the 2024-25 academic year. This policy is subject to the provost's approval, budget availability, and departmental teaching resources.