

## **BCOE Faculty Instructional Workload and Course Buyout Policy**

### **Instructional Workload:**

A normal classroom teaching load for a faculty member in the non-teaching series consists of four (4) courses per academic year. Specialty graduate courses with fewer than ten (10) enrolled students may be counted as the fourth course but otherwise will not be considered part of the teaching load. A faculty member whose research program has been inactive over a prolonged period may be asked by the Department Chair to carry a higher teaching load.

The normal teaching load for a faculty member in the Teaching Professor series is six (6) courses per academic year. For the purpose of teaching load, courses do not include graduate student training courses, seminar courses, and courses with fewer than ten (10) students enrolled. Deviations from the normal classroom load are reviewed by the College Dean's Office and require approval from the Dean of Engineering unless they are covered by course relief provisions described next.

Course relief for new faculty hires, administrative responsibilities, graduate student supervision and research activity varies by department but may include the following:

- New hired faculty members may be given one course teaching relief the first year and one course relief per year until past tenure.
- Faculty with administrative responsibilities may be provided course relief: two as Department Chair and one as Vice-Chair, Graduate or Undergrad Advisor in a large program, or ABET coordinator during the year of ABET review. Program Chairs, Center Directors, faculty members with split appointments, and faculty members with special administrative duties other than the above may have a different arrangement agreed to by the Chair and the Dean. A Teaching Professor serving as a Graduate or Undergraduate Advisor as part of their core service workload does not receive additional course relief.
- Associate Deans are provided course relief consistent with the percentage of their faculty appointment – two courses for a 50% appointment.
- The Department Chair may choose to implement a policy of giving one (1) course relief to all faculty members with an active research program. In discussion with the Dean, the Department Chair determines annually what constitutes an active research program based upon the size of the research group, number of students supported from extramural sources, and the norms and expectations for the research area.
- An additional course relief may be given for supervising exceptional number of graduate students (9 students or more) upon recommendation of the chair and approval by the Dean. Course relief generated can only be carried over one fiscal year and cannot be used to reduce teaching below two courses per year with one being a larger enrollment undergraduate course.

Assigned courses are normally distributed evenly across quarters. If, due to teaching relief or department Necessity, it happens that a faculty has a quarter without assigned teaching, the faculty is still expected to maintain an established and significant presence on campus with a minimum of two days per week in-person.

Course relief during sabbatical leave is provided as follows:

In addition to releasing a non-teaching series faculty member from all other duties, a one-quarter sabbatical releases a faculty member from 1 course; a two-quarter sabbatical releases a faculty member from 2 to 3 courses with a requirement of teaching at least one course that year; a three-quarter sabbatical

releases a faculty member from all courses the same academic year. For a faculty member in the Teaching Professor series, each sabbatical quarter releases the faculty member from 2 courses.

An In-Residence Sabbatical Leave requires one regularly scheduled four-unit course to be taught during each quarter of leave. A faculty member in the Teaching Professor series will teach one four-unit course during each quarter of In-Residence Sabbatical Leave. Such courses do not include graduate student training courses, seminar courses, and courses with fewer than ten (10) students enrolled.

Course relief provided for supervision of graduate students, administrative services, and/or course buyout cannot be counted toward an In-Residence Sabbatical Leave.

Course Relief provided for supervision of graduate students does not qualify as a course taught during the academic year when a faculty member is taking a one, two, or three-quarter sabbatical leave.

### **College Policy for Offerings and Evaluations of MSOL Courses**

BCOE offers a self-supporting MS On-line program. BCOE's practice is to make lectures available to MSOL students as recordings of the corresponding regular in-class ("ground") course offerings. The on-line offering of a class is intended to be equivalent to its "ground" offering in terms of quality and content.

The "ground" versions of courses are eligible for credit towards faculty teaching workload. MSOL sections of a "ground" class do not accrue credit towards faculty teaching workload, regardless of whether the class is offered concurrently with a "ground" class, or by reusing recordings from some previous offering.

Faculty workload related to teaching, management, and grading MSOL sections of a course is in addition to their BCOE instructional workload responsibilities. Therefore, teaching evaluations for MSOL offerings (for which faculty do not receive teaching credit) need not be included in merit or promotion files. Faculty can choose to include them or not (all or none, not specific selected courses). If included, the MSOL teaching evaluations will be clearly marked and sorted separately from those of the ground versions.

Teaching evaluations from the MSOL sections of classes, nonetheless, remain a critical part of assessment and self-evaluation of the MSOL program. Therefore, teaching evaluations from all MSOL course offerings will be reviewed each quarter by the Director of the MSOL program and by the Associate Dean responsible for the MSOL program.

#### **Course Buyout:**

A faculty member may request from the Dean, via the Department/Program Chair, to buyout from teaching. Buyouts will be an exception and will have to be supported by extramural funds. Initial complement funds may not be used. Reducing the teaching load below two courses per AY will be very rare. During the buyout period the faculty is expected to be on campus and participate in his/her service and research.

#### **Buyout cost:**

A faculty member can use external funding sources to buyout his/her academic year (AY) teaching load according to the percentages below. The approval will depend upon whether the chair is able to identify an alternative instructor to teach required courses.

**First course:** 10% of faculty member's AY salaries and benefits

**Second course:** 25% of faculty member's AY salaries and benefits

Since teaching is an important part of a faculty member's academic responsibilities, formal classroom teaching below two courses per AY will need to be justified and will need to be approved by the Dean. If approved, the Dean will determine the course buyout percentage due for these cases with input from the Department Chair.

Funds generated by course buyouts will be distributed according to the following percentages:

- 50% to faculty member's department
- 50% to BCOE Dean's Office

These allocations are net of any additional course instruction (lecturer) costs resulting from the course buyout.