

Department of English
Workload Policy
(revision 3/15/2019)

Introduction

All full-time tenured and tenure-track members of the English Department faculty are expected to engage in all three areas of teaching, publishing, and service. Non-tenure-track faculty, such as Visiting Assistant Professors and Lecturers, primarily have a teaching appointment. Some tenured faculty may engage in Administrative duties in addition to their other activities.

The goal of the English Department Workload Policy is to distribute responsibilities among the faculty to ensure the Department accomplishes its mission in teaching, publishing, professionalism, service, and administration. In a department as diverse as the English Department, needs and expectations can vary among the different programs. This Policy aims to provide a set of guidelines flexible enough to accommodate the different programs.

Teaching

The regular course load for tenure-track and tenured faculty is two courses each semester, or four courses each academic year. Faculty with endowed chairs will often receive a lower teaching load as part of their position, with the understanding that they are expected to publish at a higher rate than their colleagues. Faculty may request to redistribute their teaching loads when circumstances justify such an action. For example, a faculty member who wishes to complete a book manuscript may ask to redistribute his or her courses from 2/2 to 3/1 over a given year. Such requests will be evaluated by the Head and Program Director to ensure that necessary courses are covered and that other departmental needs are met.

All tenured and tenure-track members of the faculty are expected to teach at all levels of the curriculum. Over the span of an academic year, individual teaching schedules will include as broad a range of upper and lower level courses as possible, given the structure and requirements of their program. Tenured and tenure-track faculty will teach graduate courses regularly in accord with the needs of their program.

Tenured and tenure-track faculty generally serve as the chair or as a member of Advisory Committees, MA/MFA thesis committees and PhD dissertation committees, and PhD examination committees. Service on any such committee is voluntary and should be determined by the faculty member's ability to make a meaningful contribution to the student's plan of study. Faculty members of all ranks should only agree to serve on as many such committees as is commensurate with scholarly productivity and teaching excellence. Untenured faculty should consult their faculty mentors, Program Directors, and/or the Graduate Studies Committee when deciding how many such committees to join. Faculty members who have been asked to take on committee work that might impede their scholarly productivity and teaching excellence may request that the Department Head, in consultation with the Program Director and the Personnel

Committee, evaluate their student committee workload and recommend whether they should withdraw from one or more of those committees.

The Department has a well-established Internal Research Leave program. Each year tenured faculty are invited to submit a proposal for an internal leave from their teaching duties. One such leave will be granted among tenured faculty per semester, if such leave does not interfere with the needs of the program in which the faculty member serves. Not all applications will be approved. Among the tenure-track faculty, a leave will generally be granted for one semester in the year after the third-year review. If more than two tenure-track faculty are eligible for leave in the same year, their applications will be evaluated in accordance with program needs, and the different Research Leaves may be distributed over multiple semesters. Evaluation will be based on the member's progress in his or her publication project and on the needs of the faculty member's program.

Publishing

Tenured and tenure-track faculty are expected to develop a strong record of peer-reviewed publication appropriate to the standards of their field. A strong record of publication will be consistent in the rate of production and in the quality of publication venues, and it will lead to steady growth in a faculty member's professional reputation. Long-term or large-scale publication projects that require sustained research, development and revision will receive departmental support commensurate with their timetables, as will short-term or small-scale projects that are published more rapidly.

Professionalism

Tenured and tenure-track faculty are expected to undertake activities that contribute to the growth of their profession. These activities include but are not limited to: participation in professional conferences; membership and participation in professional organizations; the attainment of special recognitions, awards, grants, and appointments; editing or peer-reviewing for journals and presses; and professional service to the community.

Service

Tenured faculty are expected to serve regularly on the Department's several vital committees. These may include the Personnel Committee, Curriculum Committee, Graduate Studies Committee, and hiring committees. Other committees may arise when needs demand. In addition, tenured faculty are expected to serve on vital College and University committees to ensure that the Department has a strong voice in faculty governance at all levels.

To enhance research productivity and instructional effectiveness and to balance committee work with other professional and service activities, in any given academic year English Department faculty should not be asked to serve on more than two English faculty-elected committees or committees appointed by the Department Head to represent the department at the college or

university levels. Faculty assigned to and performing service for interdisciplinary programs beyond the English department should not be asked to serve on more than one English faculty-elected or appointed committee in a given year. Because service on the Personnel Committee is particularly demanding, those elected to the Personnel Committee will not be placed on the ballot for another faculty-elected committee during their term of service on Personnel.

In general, untenured faculty are not expected to serve on more than one university or department-elected committee each year. Faculty mentors and the Department Head are responsible for ensuring untenured faculty are not asked or elected to serve on multiple committees.

Administration

Occasionally tenured faculty may be asked to serve in one of the administrative positions in the Department. These positions include Program Directors, Graduate Coordinator, Associate Head, and Head. Some of these positions may include a release from teaching, depending on the complexity of the particular position. Tenured faculty may also serve in College and University administrative positions, and their schedules will be adjusted accordingly.

Changes to Individual Workload Assignments

All full-time tenured and tenure-track faculty are required to meet the expected workload in all areas of teaching, publishing, professionalism, and service. If a tenured faculty member chooses to have a profile focused primarily on undergraduate teaching and service, or if a series of three consecutive A&D reports shows that the faculty member is not actively engaged in a program of research/creative activity with publication or equivalent outcomes, the Head may request of the Personnel Committee that the faculty member assume additional administrative or teaching duties, with the understanding that the faculty member will be evaluated in ways appropriate to this profile. A faculty member who has chosen to focus on teaching and service may request to resume a program of research or creative activity with publication or equivalent outcomes and have his or her teaching and/or administrative duties adjusted accordingly. A faculty member whose workload was changed administratively may request to have his or her teaching and/or administrative duties adjusted after receiving three consecutive A&D reports attesting to the resumption of a program of research or creative activity with publication or equivalent outcomes. In both cases, the request is made to the Head and will then be evaluated by the Personnel Committee, which will send its recommendation back to the Head, who will then decide whether or not to adjust the faculty member's workload.

Faculty members who experience a qualifying event (birth or adoption of a child, care of a family member, or serious personal health issue) and wish to request up to 12 weeks of unpaid leave from all university responsibilities should follow the procedures laid out in Oklahoma State University Policy and Procedures document 3-0708, "Family and Medical Leave Act." Occasionally a faculty member may request to shift his or her duties to accommodate family needs without taking such a leave. In consultation with the Head, the faculty member may

rearrange his or her teaching schedule, be excused from departmental meeting or administrative duties, or work out accommodations to allow time to be spent at home. Such accommodations, which will be noted in the distribution of effort on the faculty member's annual A&D report, may be arranged for a defined number of semesters, at the close of which the faculty member's previous workload will automatically resume, or for an open-ended period which will conclude when the faculty member notifies the Head of his or her intention to resume the previous workload. In both cases, the Head will review the accommodations annually to confirm that continuation is justified.

Non-Tenure-Track Faculty Workload Policy

Non-tenure-track faculty appointments in the English department vary. In general, these faculty are appointed as Teaching Assistant Professors, Visiting Assistant Professors, Lecturers, or Adjunct Instructors, depending on degree attained and the needs of the department.

All non-tenure-track faculty are expected to engage in teaching and professional activities, with a primary focus on teaching. Teaching Assistant Professors and Visiting Assistant Professors will teach the course loads specified by their individual contracts. Full-time Lecturers and Adjunct Instructors will generally teach a 4/4 course load. These courses will primarily consist of lower-level undergraduate courses, though they might occasionally include upper-level undergraduate courses or graduate courses, depending on the needs of the program. Once their graduate faculty membership has been approved, Visiting Assistant Professors and Teaching Assistant Professors may also serve as members of Advisory Committees and PhD examination committees that would benefit from their expertise. This teaching load may be adjusted to allow for administrative duties determined by program needs.

All non-tenure track faculty are required to attend program-mandated meetings.

Professional activities include the areas of research and scholarship, service to the department, or administration. Non-tenure-track faculty are expected to participate actively in professional activities.

These may include some or all of the list below.

In the area of research and scholarship, publications, attendance at national or regional conferences, editing and reviews, or progress on manuscripts. In the area of service, attendance at optional professional development workshops, participation in department or program mentorship activities, contributions to teaching or curricular development materials, and other activities as designated by the program director. In the area of administration, instructors may serve on program-designated committees or perform other administrative duties as needed.