

**Department of English
Annual Faculty Workload Distribution Agreement**

Name:

Position Type:

Tenure Status:

Academic Year:

Activity	Expectation or Outcome	
Teaching (Fall) Total maximum student load:	[List course prefixes and numbers (e.g. ENG 100)]	[Colonnade back-up course should a course fail to make]
Teaching (Spring) Total maximum student load:	[List course prefixes and numbers (e.g. ENG 100)]	[Colonnade back-up course should a course fail to make]
Research/Creative Activity	Short-term outcomes (projects that will be completed in the next academic year, e.g. conference presentations/panels, campus or community talks, readings, grant applications, competitions): Long-term outcomes (projects that may extend over several academic years, e.g. books, articles, productions, exhibits, grant-funded work):	
Planned Service Commitments		
Additional Course Release Activity	[List any additional course release time for administrative work such as advising, and/or Wood or Traditions course release, etc.]	
Potential Reassigned Time (for activities beyond standard expectations, including accrued	Reassigned from: Work plan: Outcomes:	

time for thesis supervision –see next page)	
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Standard Expectations Per Academic Year

Position Type	Teaching Expectations	Course Release for Research	Course Release for Service
Instructor ¹	10 courses (30 credit hours)	0	0
Pedagogical	8 courses (24 credit hours)	0	2 releases
Traditional (Research Minimal: Teaching Emphasis)	8 courses (24 credit hours)	0	2 releases
Traditional (Research Minimal: Service Emphasis) ²	7 courses (21 credit hours)	0	3 releases
Traditional (Research Active)	7 courses (21 credit hours)	1 release	2 releases
Traditional (Research Productive) ³	7 courses (21 credit hours)	2 releases	1 release

Research Levels Defined

Research Productive	Significant and steady progress on Level 1 or Level 2 project(s)
Research Active	Level 3 (“Other”) scholarly or creative activity
Research Minimal	Staying up to date on developments in faculty member’s field

Out-of-Load Teaching Activities

Directing Honors thesis (CE/T)	12 theses = 1 course release
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¹ Full-time instructors have no service expectations beyond attending the opening week department meeting and retreat.

² Note: Traditional tenured faculty seeking promotion from associate to full must still meet research expectations for promotion to Professor, as outlined in the Guidelines for Tenure and Promotion.

³ Pre-tenure traditional faculty must meet expectations for Research Productive to ensure steady and successful progress toward tenure and promotion.

Graduate thesis supervision	8 theses = 1 course release
Independent study	6 independent studies = 1 course release
Co-teaching (fewer than 12 students per faculty member at the undergraduate level or fewer than 8 students per faculty member at the graduate level)	First offering: Each faculty member receives credit for one 3-hour course Subsequent offerings: Each faculty member receives credit for one 1.5-hour course that may accrue to total one course release; alternatively, faculty members may opt to devote 1.5 credit hours to service in the same academic year