

Department of Africana Studies  
University of Cincinnati

POLICY ON FACULTY DUTIES AND RESPONSIBILITIES  
"WORKLOAD"

The Department of Africana Studies (AFST) at the University of Cincinnati is housed in the McMicken College of Arts & Sciences, has a core faculty that consists of 9 tenured/tenure track faculty and 2 field service faculty appointments. The Department's core faculty is augmented by affiliate faculty (8) who hold academic appointments at UC outside of the Department.

Minimum requirements for teaching in the AFST Department are as follows:

Minimum MA/MS and the instructor must have special expertise or training in the subject or discipline of instruction. Preferred: PhD or equivalent with research/scholarly expertise related to the subject or discipline. (Because AFST is an interdisciplinary field, there is no single "correct" degree for these categories; in cases where a potential instructor brings special professional expertise or experience, s/he may be considered for teaching that utilizes that professional expertise or experience in the absence of the appropriate degree).

The AFST "Policies, Procedures and Criteria for Reappointment, Promotion, and Tenure" (RPT Guidelines) describe in detail departmental expectations for tenured and tenure track faculty achievement and activity. The AFST "Policies, Procedures and Criteria for reappointment and Promotion" (RP Guidelines) describe in detail departmental expectations for field service faculty achievement and activity. These documents will accordingly be attached to this Workload document. Faculty with full AFST appointments will be governed by these documents.

Our workload policy is based on a comprehensive workload model. That is, in the AFST Department, "workload" (i.e. TOTAL contribution to the University and beyond) is not synonymous with "credit hour instruction." We teach and carry out our other responsibilities to the university, region, state, nation and world in many ways. Formal classroom teaching is only one of the many aspects of a comprehensive workload model.

### Teaching

As our RPT and RP Guidelines describe in detail, the AFST Department expects "highly effective" teaching from all faculty members. Following the AAUP/UC contract, our department head assigns teaching and has discretion to adjust an individual's load according to various conditions. A tenured faculty member who is an active researcher can expect a standard teaching load of six (6) courses per academic year under the quarter system, and four (4) under the semester system. A field service faculty can expect a standard teaching load of twelve (12) courses per academic year under the quarter system, and eight (8) under the semester system.

The head may adjust this load up or down in the following ways:

- A faculty member may be assigned an additional course if s/he is no longer research active over time. "Research active" means publishing a book or article, editing a journal, presenting papers at conferences, submitting work for review, or other activities as enumerated in the RPT Guidelines document. If the head observes that a faculty member is not fulfilling her/his responsibilities in this area, s/he should include this observation in

the faculty member's annual review. After three (3) consecutive warnings, additional course(s) may be assigned to the faculty member.

- A faculty member's teaching may be reduced to compensate for departmental administration and other work, as follows:

**AFST Departmental Release, quarter format**

Activity	Course release
Department Head	3 courses per year
Undergraduate Program Director	1 course per year (depending on no. of majors and advising load)
PI on major grant	1 or more courses per year
Research for major publication or other project or a major service project	Individually negotiated: 1 or more courses per year, and/or redistribution of teaching to 2 quarters
Untenured junior faculty	1 course per year

**AFST Departmental Release, semester format**

Activity	Course release
Department Head	2 courses per year
Undergraduate Program Director	1 course per year (depending on no. of majors and advising load)
PI on major grant	1 or more courses per year
Research for major publication or other project or a major service project	Individually negotiated: 1 or more courses per year, and/or redistribution of teaching to 1 semester
Untenured junior faculty	1 research semester while untenured

Research

All AFST tenured and tenure track faculty members are expected to be active researchers, appropriate to their rank and experience. Detailed descriptions and expectations for each level are contained in the RPT Guidelines document (attached to this Workload document).

Service

All AFST faculty members are expected to participate in service to the department, college, university, and community. As a small department we prioritize departmental service because it is vital to keeping the unit running. We provide other service according to our capacity. Our RPT and RP Guidelines documents (attached to this Workload document) includes a more detailed description of the kinds of service activities we consider appropriate to the various ranks and experience levels.