

Department of Geology
Statement of Workload Policy
Approved December 16, 2009

Department Philosophy

The primary goals of the Department of Geology are to have active and productive research programs and to teach undergraduate and graduate students. Service to the Department, the University, the profession, and the community are other goals. The Faculty of the Department of Geology recognizes and accepts its professional duties and responsibilities in the areas of teaching, research and service. These duties consist of an appropriate mix of the following components: classroom teaching, including course preparation, presentation, and evaluation of student performance; teaching in the laboratory and field; graduate student supervision; academic advising; individual research and scholarship; externally funded grant and contract work; supervision of other faculty and staff members and students; service on college, university and departmental committees and occasional service in departmental administration; educational presentations at diverse levels within the community-at-large; service to our profession; and other duties related to the specific mission of the Department of Geology.

Expectation for Balance among Research, Teaching, and Service

All tenure-track and tenured faculty members are expected to conduct and direct research, and to teach at both the undergraduate and graduate levels. The Department recognizes, however, that, with respect to teaching and research, the talents and interests of individual faculty are not identical. For most faculty the effort devoted to these two areas of activity will be about equal. For some faculty who, by virtue of intervals of exceptionally high research productivity or an unusually strong commitment to the development and performance of teaching activities, have demonstrated the capacity to make noteworthy contributions to the Department, the University, or the Profession, the balance of their principal activities may reflect emphasis on those special commitments. In all cases the assignment of teaching responsibilities will be the responsibility of the Department Head.

At the end of each academic year, geology faculty meet individually with the Department Head to review the progress of that year and to plan for the coming year. These meetings provide the basis for year-to-year revising of the planned workloads of individual faculty to reflect the accomplishments and talents of faculty, and to meet the shared needs of the faculty, department, and University. The workload plan is approved for a period of one year and may be renewed in following years, if appropriate. The Head may consult with the Directors of Graduate and Undergraduate Affairs regarding specific course assignments.

Non-tenure-track faculty may undertake teaching, but those individuals must hold a minimum of a Masters degree in geosciences to teach 1000-level courses, be a Ph.D. candidate in the geosciences to teach 2000-level courses (i.e., successfully completed a Ph.D. preliminary examination), and hold a Ph.D. in the geosciences to teach course at 3000-level and above. All faculty must have a doctoral degree and be active in research to teach graduate-level courses and to supervise graduate students.

Type and Amount of Teaching

In addition to offering two undergraduate degree programs (B.S. and B.A. in Geology), the department maintains a strong commitment to research and graduate education at both the Masters and Doctoral levels. Generally, the expected course load for tenure-track and tenured faculty under the semester system is two courses per semester. All active research faculty members are expected to participate in both graduate and undergraduate teaching. There are three categories of undergraduate courses in the Department of Geology

- 1) 1000-2000 level lecture/lab courses, which are introductory in nature and typically have large enrollments
- 2) 3000-5000 level lecture/lab courses for advanced undergraduates
- 3) 3000-5000 level field courses which consist of 2-3 week excursions both in and out of North America at various times of the year

Each faculty member will teach at least one 1000-2000 level and is generally aided by graduate teaching assistants in the laboratory sections. At the 3000-5000 level most faculty teach part or all of the labs associated with their courses and may or may not have TA support. Field courses are all conducted by faculty members but may include one graduate teaching assistant.

Overall Expectation for Research

Research refers to those activities leading to the discovery and interpretation of new facts, or the revision of previously accepted conclusions or theories; and the publication and presentation of these discoveries, interpretations, and revisions. Although the Department does not specify what research should be undertaken, it is expected that the projects selected will be original and important, and will advance the science of geology.

Each faculty member is expected to establish a program of original research composed of research projects and an associated set of graduate and, possibly, undergraduate courses. Fundamental aspects of a research program are the publication of research results and the active pursuit of internal and, especially, external grants. Based on a three year running average, all faculty should produce, on average, at least one first-authored publication per year in an internationally recognized peer-reviewed journal, plus one additional publication per year in a journal or book. Published abstracts are not counted as refereed publications but do serve as evidence of active participation in professional meetings. A research program should also provide topics for graduate-student research. Active research faculty are expected to attract graduate students and direct their research effectively. The supervision of graduate students leading to successful completion of Masters and Doctoral degrees, and the publication of thesis and dissertation results is a vital part of a research program. An active researcher would be expected to have at least two graduate students per year, on a three year running average. Efforts of faculty members who work with visiting scholars and post-docs as well as with graduate students can constitute evidence of research productivity, so long as these efforts result in peer-reviewed publications in reputable journals. External funding for research is essential to demonstrate an active and recognized research program. Faculty members are expected to have at least one active research grant per year at a level that can help fund graduate student and faculty research, based on a three year running average. At times when they do not already have at least one active external grant, faculty members should show evidence of actively pursuing external research funding, with submission of at least one research proposal per year.

Overall Expectation for Service

Service refers to activities useful or instrumental in assisting or enhancing the Department, the University, the Profession, and the general public. Service to the

Department includes those activities that enhance the undergraduate and graduate enrollment in the Department, committee work, and administrative work. Service to the University includes active membership on appointed or elected committees, participating in University governance groups, and volunteering for University-wide special events. Service to the Profession includes editorial participation, such as serving as editors or associate editors of peer-reviewed journals, refereeing for journals and funding agencies, writing book reviews and other professional publications not included under teaching or research, serving as editorial consultants for books and periodicals in geology, and similar efforts devoted to the dissemination of geological information. It may also include activity in professional organizations at the local, state, national, or international level. Public service may include interactions with local schools and teachers' organizations, participation in science fairs, lectures to lay and amateur groups, interaction with local, state, and national news media regarding geologic issues of public interest, and interaction with governmental bodies. Service also means active participation in departmental activities that help create a sense of community, which is essential in helping to increase recruitment and retention of students. Faculty members are expected to attend graduate defenses and qualifying examinations, and weekly departmental colloquia.

Balance of workload

The requirements outlined above are considered the minimum expected of faculty as members of the Department of Geology. A faculty member who is exceeding expectations in one or more of aspects of workload may have their responsibilities for other aspect/s curtailed at the discretion of the Head. Failure to demonstrate the minimum requirement in one or more of these aspects will generally result in an increase of workload in another appropriate area, and may result in the loss of financial resources for some activities.

Maintenance

The workload document will be reviewed, and if necessary revised, within five years of its last approval.