

Department of Women's, Gender, and Sexuality Studies
University of Cincinnati

POLICY ON FACULTY DUTIES AND RESPONSIBILITIES
"WORKLOAD"

Adopted by WGSS Faculty: 2/4/2010
Scheduled for review: spring 2015 (pending dean approval)

The Department of Women's, Gender, and Sexuality Studies (WGSS), which is the academic home for the interdisciplinary study of women, gender, and sexuality at the University of Cincinnati and is housed in the McMicken College of Arts & Sciences, has a core faculty that consists of both full and joint appointments. Full appointments of new faculty are filled through external searches, whereas joint appointments are filled either by external searches for new full-time faculty or through internal negotiations for existing full-time faculty at UC. Internal joint appointments typically hold tenure lines in another department, whereas externally hired joint appointments may hold tenure lines in both the WGSS Department and the cooperating department(s). The Department's core faculty is augmented by affiliate faculty (numbering about 100) who hold academic appointments at UC outside of the Department, but apply to and are approved by the WGSS Advisory Council to serve as WGSS affiliate faculty if they teach, do research, or advise students in WGSS and serve on WGSS committees.

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

Lower division: minimum MA/MS and the instructor must have special expertise or training in the subject or discipline s/he is teaching. Specially trained and carefully supervised graduate students in the WGSS MA program are considered qualified to teach introductory courses in the department after they have successfully completed the WGSS Teaching Practicum course.

Upper division: minimum MA/MS and the instructor must have special expertise or training in the subject or discipline s/he is teaching. Preferred: PhD or equivalent with research/scholarly expertise related to the subject or discipline s/he is teaching.

Graduate: minimum PhD or equivalent and the instructor must have research/scholarly expertise related to the subject or discipline s/he is teaching.

Note: Because WGSS 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 WGSS "Policies, Procedures and Criteria for Reappointment, Promotion, and Tenure" (RPT Guidelines) describe in detail departmental expectations for faculty achievement and activity. That document will accordingly be attached to this Workload document. Faculty with full and majority WGSS appointments will be governed by this document; jointly appointed faculty with tenure homes elsewhere will be governed by the letter of understanding signed at the time of their joint appointment.

Our workload policy is a total workload policy. That is, in the WGSS 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 ways that we serve.

Teaching

As our RPT Guidelines describe in detail, the WGSS 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. 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:

WGSS Departmental Release, quarter format

Activity	Course release
Department Head	3 courses per year
Graduate Program Director	3 courses per year
Undergraduate Program Director	2 or 3 courses 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	Individually negotiated: 1 or more courses per year, and/or redistribution of teaching to 2 quarters
Untenured junior faculty	1 course per year

WGSS Departmental Release, semester format

Activity	Course release
Department Head	2 courses per year
Graduate Program Director	2 courses per year
Undergraduate Program Director	1 or 2 courses 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	Individually negotiated: 1 or more courses per year, and/or redistribution of teaching to 1 semester
Untenured junior faculty	1 research semester while untenured

- A faculty member's teaching may be reduced to compensate for "extraordinary" service obligations at the university, college, departmental, or professional level.

Research

All WGSS 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 WGSS 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 Guidelines document (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.

Incentives

The department will make every attempt to provide meaningful incentives in order to allow faculty to have the time and resources to pursue their research, to teach various kinds of courses and varying numbers of students, and to contribute in necessary ways to departmental activities and initiatives. In many cases, faculty will negotiate course release or other compensation (normally not financial) on an ad hoc basis with the department head. As regards teaching, the department expects that faculty will rotate through basic and large-enrollment classes as equitably as possible, depending on what they are prepared to teach. Large-enrollment incentives will include:

- Enrollment above 50: assignment of either a grad student grader/TA or an undergraduate assistant
- Enrollment above 80: assignment of a grad student grader/TA and a one course release after two 80+ classes (or other ad hoc compensation agreed upon by the faculty member and the department head)