

**Workload Document
Department of Judaic Studies
McMicken College of Arts and Sciences
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1. Statement of Purpose

The faculty workload document of the Department of Judaic Studies is intended to satisfy any and all requirements of the College of Arts and Sciences, as well as those of the University of Cincinnati chapter of the American Association of University Professors. The guidelines and policies outlined in this document are also intended to safeguard appropriate autonomy and integrity for members of the academic unit, and to articulate clear and workable responsibilities in the areas of teaching, research, and service. Moreover, these guidelines and policies are meant to: encourage creativity; promote the understanding that diverse workload activities will be directed toward diverse ends in diverse settings, and; embrace the ongoing challenges of faculty involvement prompted by these favorable conditions. Proper implementation of those guidelines and policies depends upon a collegial environment, in which all parties' viewpoints and contributions are considered valuable and complementary.

2. Workload during the Academic Year

The department regards the credit-hour as the basic unit of work. The standard base teaching load for tenured and tenure-track faculty unit members requires a total of 18 credit hours of undergraduate instruction per academic year, i.e. autumn-winter-fall, or the equivalent thereof. This teaching load reflects the assumption that tenured and tenure-track faculty unit members are actively engaged in research on a consistent basis. For field service faculty members and annually appointed adjunct faculty members, the standard workload requires a total of 36 credit hours of undergraduate instruction per three-quarter academic year, or the equivalent thereof. This teaching load reflects the assumption that faculty unit members of these ranks are engaged primarily in teaching. A reduction in teaching load may be granted to faculty unit members of any

rank who are involved with research, scholarship or other relevant academic pursuits, or service activities at the department, college, or university level.

The nature and amount of reduction is determined by the department head with regard to both 1) the equivalency between a given activity and credit hours of undergraduate instruction, and 2) the time frame in which the reduction applies. The department may modify this requirement to assist faculty unit members in maintaining sufficient time for research, service, or teaching development as considered necessary by the college and/or the department, and as specified elsewhere within this workload document. Tenured faculty unit members are expected to teach a balanced load of upper and lower level courses within the department, in order to meet the needs of majors, non-majors, and students with differing interests and differing levels of scholarly achievement.

3. Standard Teaching Load

All faculty members of the department are expected to satisfy the requirements of the college and the department. As indicated above, the standard full-time teaching load for tenured and tenure-track faculty unit members is 18 quarter-credit hours for each academic year. The standard full-time teaching load for field service faculty and annually appointed adjunct faculty is 36 quarter-credit hours for each academic year. Should a faculty unit member's teaching load go beyond that requirement, that member qualifies for overload pay inasmuch as her/his teaching load has surpassed the maximum for that academic year. The quarter-credit hours of any given course will be used to determine the course's value within a given faculty unit member's teaching load. The total quarter-credit-hour teaching load of a faculty unit member is determined by adding the quarter credit hours of all assigned courses.

Other duties at the department or college level may qualify to displace a proportional amount of the standard full-time teaching load, pending evaluation on the part of the department or the college. These duties may include, but are not necessarily limited to:

- service on college or university committees;

- responsibility for administrative or research projects at the department or college level;
- advising duties, curriculum design, or related responsibilities.

4. Departmental Academic Advising

Academic advising for departmental majors, departmental minors, departmental certificate candidates, and other students enrolled in Judaic Studies Department courses is the responsibility of the department's Director of Undergraduate Studies. Should the total number of departmental majors and minors exceed 50 students, advising duties may be shared among other faculty unit members. The advising duties of the Director of Undergraduate Studies is to be offset by a reduction in that member's teaching load, committee obligations, or other responsibilities, at a level determined by the head in consultation with the department.

5. Course Sections and Class Preparation

As indicated in the section regarding Teaching Load, the standard number of courses taught by faculty unit members will be 2 to 4 per quarter depending on the specific member's rank. Should a faculty unit member's teaching duties for an academic quarter surpass contracted/stipulated levels, other workload duties will be commensurately reduced.

Should a faculty unit member teach more than one section of the same course, each of those sections is valued at one full course's worth of quarter-credit hours. The department does not maintain a standard equivalency between number of hours spent in class preparation and quarter-credit hours taught, nor does it dictate a standard equivalency between number of office hours and number of quarter-credit hours taught. However, it is expected that all faculty unit members will be adequately prepared for their teaching duties, and that each faculty unit member will maintain an office schedule that provides adequate accessibility for students and colleagues during the standard (Monday through Friday) work week.

6. Overload Compensation during the Academic Year

As of January 2009, Article 13, Section 13.1 of the current Collective Bargaining Agreement between the University of Cincinnati and the American Association of University of

Professors' University of Cincinnati Chapter specifies that overload compensation is established at the following levels¹:

<u>Rank</u>	<u>Per Credit Hour Per Quarter</u>
	<u>Effective 9/1/2007</u>
Professor	\$717
Associate Professor	\$651
Assistant Professor	\$592
Instructor	\$538

With approval of the department head, a faculty unit member may assume a workload above the required amount for autumn, winter, or spring quarter. The member may then request a commensurate reduction in her/his teaching load during a different quarter in lieu of monetary overload compensation. This arrangement is not limited to the academic year in which the member assumes the aforementioned teaching overload. However, only faculty who teach in excess of 18 quarter-credit hours during the academic year shall be eligible for overload compensation of either type.

Faculty unit members who supervise independent study courses, departmental practicum courses, or similarly directed courses are compensated with overload pay or workload reduction for this supervision, but only when the activity is approved by the department head and the mode of compensation is agreed upon by the department head and the faculty unit member.

Special courses may be created by the department or college in consultation with the head. These courses may be included in a faculty unit member's workload by direction of the head; should they constitute an overload the faculty unit member is compensated accordingly, using the workload calculations listed above. Courses may also be initiated to satisfy specific research interest areas on the part of faculty unit members or on the part of students. The department will determine, on a case by case basis, whether such a course is to be included in the faculty member's teaching load or overload. All such courses shall be approved by the head

¹ *Collective Bargaining Agreement between University of Cincinnati and American Association of University Professors, University of Cincinnati Chapter* (Effective Date, September 1, 2007; Expiration Date, June 30, 2010), p. 55.

regardless of whether compensation is involved. If a course is cancelled, the faculty unit member may: offer another course during the same quarter or during another quarter; accept a reduction in compensation, or; perform equivalent service at the discretion of the head in consultation with the department.

These criteria and conditions apply to courses taught during any session/section of Summer Quarter as well as to courses taught during the standard academic year.

7. Summer Session(s) Workload

Faculty unit members may request teaching duties during the University of Cincinnati's summer quarter or may be asked to assume such duties by the department head; given proper consultation, either party may decline the other party's request. Teaching duties engaged during summer quarters are subject to the compensation standards and guidelines mentioned above: this rate applies to summer teaching duties as well as duties engaged during the autumn, winter, or fall quarter. Should a course either surpass three quarter-credit hours or fall short of three quarter-credit hours, the member's payment is adjusted *pro rata*.

In order to maintain excellence in the classroom, a faculty unit member's teaching load during any single summer quarter will not exceed 6 quarter-credit hours if the member is teaching one (1) ten-week summer quarter or two (2) five-week terms. In cases where the member teaches three (3) three-week "mini-terms" the teaching load will not exceed 9 quarter-credit hours total. Any exceptions to these requirements must be approved by the department head before any summer school course is ordered for the faculty unit member in question. As already stipulated regarding autumn, winter, and spring quarter teaching loads, the following applied to summer teaching loads as well: faculty unit members who supervise independent study courses, departmental practicum courses, or similarly directed courses are compensated with overload pay or workload reduction for this supervision, but only when the activity is either assigned or approved by the department head and the mode of compensation is agreed upon by the department head and the faculty unit member.

Summer teaching is not typically required of any faculty unit member as part of her/his annual workload. Should summer teaching be required as part of a faculty unit member's nine-month teaching requirement, the quarter-credit hour value of the course is used to assign the value of the course within the faculty unit member's total workload for that academic year.

8. Hebrew Language Instruction

The department's first-year Hebrew language sequence currently entails three consecutive (standard) academic quarters of Basic Hebrew (15JUDC101-102-103); each course in the sequence is a 5-credit-hour course. For faculty unit members with a two-course-per-quarter teaching load, this will produce an overload of two credit-hours per quarter with the potential of an eight-credit-hour overload in an academic year. At the discretion of the head in consultation with the department, a faculty unit member in such circumstances may assume the overload, or a teaching assistant may be hired and the faculty unit member's teaching load will be appropriately reduced. (Overload compensation is addressed in Sections Three and Six above.)