

Approved and adopted by department vote, March 10, 2010

Department of History Workload Document

General Overview:

The Department of History expects faculty to fulfill their responsibilities in each of three basic areas: research, teaching, and service. We recognize that these activities take a range of forms and that faculty can and do fulfill their obligations in a variety of ways. Our workload document is designed to define basic expectations of all faculty members of all ranks and appointments, to differentiate between tenure-track and field service faculty, and to ensure a fair distribution of tasks among all faculty members in meeting collective departmental obligations.

The goal of this workload policy is to clarify what the department sees as appropriate and necessary work by faculty in various areas so that they meet our collective understanding of necessary professional standards. This document serves as the baseline for the department's annual evaluation of individual faculty performance. Each spring a standing committee, composed of three elected members, will join the head in assessing faculty performance. All faculty members must create a written evaluation of their work in light of the workload document to serve as the foundation for the annual assessment. The head will meet with each faculty member every spring, joined by the committee members only in cases where their presence is deemed necessary by the committee, the head, or the faculty member.

The workload document in no way supersedes the department RPT guidelines.

Procedures for Adoption and Revision of the Workload Document:

The department's workload policy must be adopted by a majority vote of the tenure-track, tenured, and field-service faculty and then submitted for review and approval by the dean of the College of Arts and Sciences. The workload policy is then subject to review and revision at regular intervals of three years. The head of the department will charge the department executive committee with soliciting proposals for revision. These revisions will then be submitted to a general meeting of the department for discussion and vote. All revisions to the workload policy will require a majority vote of the tenure-track, tenured, and field-service faculty. The revised policy must then be submitted to the dean's office for review and approval.

Research:

All tenure-track and tenured members of the department are expected to be active publishing scholars and researchers.

Evidence of research can be documented by the receiving of research fellowships at the university, regional, national, and international levels; presentations at national and international conferences; department or university-wide scholarly presentations; and invited lectures and presentations addressed to the wider public.

Publications should include articles appearing in peer-reviewed journals, chapters in scholarly collections that have been reviewed by a press through a process of external review, historical monographs published by a university press, edited and co-edited collections or anthologies, and articles and chapters meeting the above criteria appearing in an interdisciplinary journal or collection. In addition, department members are expected to be active in reviewing journal and press manuscripts for publication in their areas of expertise and as appropriate to their years of experience.

The department expects productivity in the area of research to be consistent with our benchmark institutions. Scholarly activity can come in a variety of forms, including applying for competitive grants and fellowships, and editing journals. Members are expected to publish in top journals, and the quality of publication placement will be acknowledged in annual reviews. Although some ambitious projects can take more time to complete, as a general guide tenured faculty members should expect to publish at least one peer-reviewed article or chapter over a two-year period or a historical monograph or book-length work of synthetic scholarship within an eight year period.

Field-service faculty are expected to be engaged in their fields of expertise and their demonstration of research and publishing activity is welcomed and valued by the department, but such activity is not required by the terms of their appointment. Those field-service faculty who are active as researchers and publishing historians should inform the head of this activity so that it can be recorded in their annual review.

The department head and annual review committee will employ the above criteria when meeting with all tenure-track, tenured, and field-service faculty each year to assess their research progress and evaluate the department member for merit pay, when available. Faculty not meeting the department's guidelines for research quality and productivity must use the annual review process to explain the current status of their research projects. Faculty who continuously underperform in the area of research may be required to teach an additional course per year.

Teaching:

A full teaching load for tenure-track and tenured faculty in the Department of History is 2-2-2. With the transition to semesters, this will become 2-2. All courses – large survey courses, undergraduate seminars, upper-division courses, and graduate classes – count the same for the purposes of determining course load, regardless of credit hours.

Faculty who direct individual work with undergraduates or graduate students (directed readings or independent study) may accumulate enough student contact to warrant course credit. To compensate for the work involved in directing tutorials, the head may count each 12 such independent readings courses (as measured by student) as a course credit. Agreements regarding such courses must be approved prior to registration by the head and the director of graduate studies.

The tenure-track or tenured faculty member overseeing public history internships will teach a standard load of 2-2-1, turning to 2-2 with one course reduction every other year

following the transition to semesters. Internship appointments are expected to be made for each academic quarter, including the summer quarter, though summer appointments should be arranged in advance. The faculty member overseeing public history internships is not expected to conduct summer service work in this capacity.

A full teaching load for field service faculty is 3-3-2, to become 3-3 with the transition to semesters.

Traditionally, pre-tenured faculty receive one quarter of release from teaching to facilitate research and writing, and additional release time may be negotiated with the dean at the time of hire. Individual faculty may also negotiate temporary or permanent release time with the dean. In addition, the head may reward research excellence with occasional course reductions to facilitate research or writing. The director of graduate studies and the undergraduate studies director receive a reduction of two courses per year, moving to one course reduction per year with the transition to semesters. The head negotiates course releases with the dean at the time of his/her appointment, though the standard course reduction for the head should be three courses per year, moving to two under the semester system. In order to facilitate scheduling and to avoid inequities, the department does not allow course reductions to be “banked” for future use. Therefore course reductions must be taken in the year they are granted.

Teaching schedules are negotiated between individual faculty and the department head in the interest of achieving a mutually beneficial balance between the teaching interests of individual faculty members and department needs. The ultimate determination of teaching schedules, however, rests with the head who retains sole responsibility for assigning courses and teaching days and times. Individual faculty teaching schedules may be adjusted by the head, including moving course loads across quarters, so as to facilitate research or writing as long as department needs are met.

Since the department offers a variety of courses, all faculty members are required to offer courses at a variety of levels. All faculty members are required to aid in the teaching of survey courses appropriate to their training. All tenure-track and tenured faculty may teach graduate courses. The head may also consider non-tenure-track faculty, including field service faculty who have earned a PhD for graduate instruction.

Service:

The department recognizes service to the department, college, university, the historical profession, and the community, which includes service on department, college, and university committees and leadership posts, holding offices in national organizations, journal editing, and community outreach. All tenure-track faculty members are expected to be involved in service at the department level. All tenured faculty members are expected to serve at the department level as well as beyond. All field-service faculty members are required to perform service in the department but are not required to do so at other levels.

In terms of department work, all tenure-track, tenured, and field-service faculty members are required to attend all scheduled department meetings and faculty retreats. Departmental officers are expected to attend college meetings for their respective groups.

All faculty members who are teaching in a given academic term must hold scheduled office hours for a total of at least three hours a week split between at least two days.

All tenure-track, tenured, and field-service faculty members are expected to participate in the department's scheduled and informal efforts to recruit students.

All tenure-track and tenured faculty members not on research fellowships or academic (i.e. sabbatical) leave may be appointed by the head to serve on at least one of the following committees in a given academic year: graduate studies, undergraduate studies, outreach, research, executive committee, and rpt committee. All tenure-track and tenured faculty members not on academic leave may also be appointed by the head to serve on search committees. (Faculty on academic leave or research fellowships may serve on committees if they choose.) Field-service faculty members are also expected to perform service on department committees. Individual committee appointments as determined by the head are binding on all faculty members, though the head is expected to make committee appointments that reflect a good faith effort to harmonize faculty interests and talents with department needs. Committee chairs, in conjunction with the head, will designate the type of work to be done by the committee; members must submit work to the committee chair at the appointed time.

Faculty who serve in departmental leadership positions – viz. as head, director of graduate studies, and director of undergraduate studies – are expected to conduct their duties according to terms and procedures set out by department bylaws. All tenured faculty members are eligible to serve in these positions, and every tenured faculty member is expected to contribute to department leadership by performing service in one or more of these roles. Faculty members who are tenure-track but not yet tenured may not serve in these positions. Field-service faculty members are also not expected or require to serve in such posts, though some field-service appointments may involve a special service component established in advance by agreement with the head.

Service to the department also includes mentoring of both undergraduate and graduate students. While supervision of MA and PhD research will vary according to faculty members' fields of expertise as well as student interest, all tenure-track, tenured, and field-service faculty members are expected to advise and mentor students on a regular basis.

All tenure-track and tenured faculty members are required to maintain a full service workload, even when on research leave, except for those on research fellowships or sabbaticals. The head and the annual review committee are required to make an assessment of each faculty member's service each spring. In cases where a faculty member fails to maintain a full service workload as documented by their annual review,

the department head, in consultation with the annual review committee, may require the teaching of an additional course to compensate for the insufficient service contributions.