

**Department of Mathematical Sciences
University of Cincinnati
Faculty Workload Policy**

The purpose of this document is to establish workload standards for tenure track and qualified faculty appointments in the Department of Mathematics, as mandated by Ohio state law HB 152, Section 3345.45, and as called for by the University of Cincinnati Workload Task Force Report of April 1, 1992, which was approved by the Board of Trustees of the University of Cincinnati on June 21, 1994.

A. Tenure Track Faculty

Tenure track faculty members are expected to be actively involved in research and scholarship, teaching, administrative and committee work, and service to the profession and the community.

Research is a key mission of the Department and involves the production of new knowledge, its publication in scholarly publications and its presentation at professional meetings and invited seminars. Faculty are expected to seek internal and external grants, supervise PhD students, present seminars and colloquia, and provide service to the profession such as refereeing and reviewing and organizing conferences. Other scholarly activities include writing mathematical texts at a variety of levels.

Teaching loads may vary to reflect the different levels of research and administrative and service activity undertaken by a faculty member.

1. Assignments for Research-Active Faculty

The standard teaching assignment for research-active tenure track faculty is 18 credit hours per year. With the understanding that quality is of greater importance than quantity, the expected productivity for a research-active faculty member is the publication of at least three refereed articles or one book and one refereed article of mathematical or statistical content over the preceding five years.

2. Assignments with Reduced Teaching

For a variety of reasons, faculty with exceptional non-teaching obligations may be assigned reduced teaching loads. Examples of situations where teaching loads may be reduced include:

- a) **Assistant Professor Assignments.** The teaching load for the first two years of an assistant professor will be fifteen credit hours per year, though this may be negotiable and form part of the initial appointment contract. During this time, administrative assignments will be lighter than for regular tenure track faculty members.
- b) **External Funding.** Faculty who receive external peer-reviewed research funding equivalent to a PI or co-PI on an NSF research grant will receive a teaching assignment reduction of 3 credit hours during each year of the grant.
- c) **External Buy-out.** Faculty members' teaching duties may be "bought out" by external agencies or organizations at the rate of 2.5% of base salary per credit hour. A buy-out can be approved only if it does not have negative impact on the departmental missions.
- d) **Supervision of PhD students.** Faculty who act as dissertation advisor for a PhD student will receive one 3 credit hour teaching assignment reduction upon graduation of the student.
- e) **Major Administrative Assignments.** Reductions in instructional assignments may be provided to those who assume major departmental administrative duties.
 - i) Head: Teaching load of 6-9 credit hours per year
 - ii) Assistant Head: Teaching load of 9 credit hours per year.
 - iii) Graduate Program Director: Reduction of 9 credit hours per year.
 - iv) Undergraduate Program Director: Reduction of 6 credit hours per year.
 - v) Director of Freshman Mathematics. Reduction of 3 credit hours per year.
 - vi) MAT Program Director: Reduction of 3 credit hours per year.
- f) **Other.** Reduced teaching assignment may be given as needed for other departmental, College, University, or professional responsibilities.

3. Assignments with Enhanced Teaching

Faculty whose primary interest is teaching or whose research productivity is below the research-active threshold will be assigned a higher teaching load and/or significant additional administrative assignments. Their teaching assignment will not involve more than 27 credit hours per year. Faculty who have previously been classified as research active shall be given a teaching load of 21 credit hours for the first three years after declassification as research active and can regain research-active status at any subsequent annual review.

Workload Review

Each faculty member's workload will be set by the Department Head following the annual performance review. If the faculty member disagrees with this decision s/he may appeal the decision to the Departmental Executive Committee. The rationale for decreases/increases from the standard assignment shall be a public document available to faculty members from the department office.

B. Faculty (qualified titles)

1. **Visiting faculty.** Unless otherwise negotiated, visiting faculty will teach two or three courses per quarter, amounting to between 6 and 9 credit hours per quarter. They will be given little or no administrative duties but will be expected to be actively involved in seminars and development of graduate students. Teaching loads for visiting faculty will be described in detail in their contract.
2. **Field service faculty.** The standard teaching load for field service faculty will be 33 credit hours per year. In addition, field service faculty will be expected to perform some administrative work. If significant administrative duties are assigned, the teaching load may be reduced accordingly.

C. Credit Hours and Banking Policy

1. Credit hours will be counted as the nominal credit hours of the course except as noted.
 - a) graduate courses with three contact hours per week will count as 3 credits.
 - b) small lecture classes having the help of a teaching assistant will be reduced by one credit hour.
2. If the credit hour total of an instructor's teaching duties in a given year does not equal his or her teaching load obligation, the surplus or deficit will be carried over to the following year to be combined with the next year's total.

D. Review and Changes to the Faculty Workload Policies

- (1) Any mention of credits in this document refers to quarter credits. Except for C.1(a) & (b), on conversion to semesters, credit values will be recalculated proportionally (3 quarter-credits = 2 semester-credits).
- (2) This document will be effective on 07/01/2011 and reviewed in its entirety by a departmental committee at least once every seven years. All changes to this document require approval through a majority vote of the faculty.

Approved by vote of faculty, June 2, 2010