Workload Policy
Department of Political Science
University of Cincinnati

Passed March 20, 2010

The Department of Political Science Workload Policy applies to all full-time, tenure-track faculty in the department. This Policy does not include adjuncts, visiting faculty, or part time faculty.

The intent of this policy is twofold: to codify established practice, and to ensure a shared culture of trust within the department. In voluntarily accepting and implementing this workload policy, the faculty members are declaring their mutual desire for high quality activity from all full-time, tenure-track faculty. This common standard is articulated to ensure the effective role of the faculty in the College and University and to promote the status and prestige of the department.

I. Research

In order to function as a department in a Research I University, each faculty member must maintain an *active research program* that generates new knowledge that can benefit not only our own discipline, but broader communities such as the Greater Cincinnati region, the State of Ohio, and national and international constituencies. The elements of an active research program include:

- *Foundational Activities*: This includes grant and fellowship seeking, writing proposals, interacting with potential funding sources, grant administration; receiving training and otherwise improving skills in designing research projects, and managing sponsored research. New faculty may be given released time by the Head for foundational activities.

- *Team Building Activities*: This includes interdisciplinary research team building and consultation activities or collaboration with other political scientists. While it is understood that some research questions can be addressed by single faculty members, research teams and alliances enable faculty member to participate in research activities that address broader research questions. Answering these questions often requires an array of scholars with diverse research specialties.

- *Publication of Research*. While the department understands that publication can take many forms, it is expected that the faculty should seek to publish in forms that are read by other professional political and social scientists and maintained and indexed in research libraries throughout the nation as well as the international libraries. Such publications advance the research mission of the department and enhance the reputation of the College and University. This includes:

- articles in refereed journals

- scholarly books

- chapters in edited volumes

- articles in editorially refereed journals

- research reports such as those prepared for governments, grant-awarding agencies or foundations

- pedagogical books, texts, and digital resources

- book reviews in scholarly publications

- encyclopedia entries

- publication in popular print or electronic media, blogs, or guest columns

Departmental Research Standards: Given that research accomplishments and productivity do not always occur in regular intervals, the departmental research standard shall be implemented by considering the average publication rate throughout a five-year window. It is generally expected that the research of each faculty member will result in an average of one article in one refereed journal per year during the five-year window or an equivalent amount of activity during that window, such as submitting a scholarly book manuscript for publication or publishing chapters in edited volumes. Publications of exceptional quality or contribution can offset the requirement for a continuous rate of typical quality publications. Faculty members with lower levels of research activity are expected to undertake additional instructional obligations or service obligations assigned by the Head.

Enhanced Research Assignment: Faculty may petition the Head by May 1 of each academic year for an enhanced research assignment for the ensuing academic year. The Head will award enhanced research assignments only in cases where it is clear that the faculty member is exceeding the expectations for research articulated above and in the Department's RPT document. Released time for faculty with funded research may be granted by the head depending on the terms and conditions of the grant.

II. Instruction

The standard teaching load for tenure track faculty is six courses per year in a quarter system or four courses per year in a semester system. The head may grant program directors a reduced teaching load in recognition of the time required to perform these duties. The department may utilize individuals other than tenure track faculty to accomplish its instructional mission such as visiting professors and adjunct faculty. However, individuals without an earned PhD shall not teach graduate courses.

All teaching within the department is evaluated on an ongoing basis. Non-tenured faculty are subject to greater levels of evaluation during their probationary period. The results of these evaluations for tenured and non-tenured faculty shall be a part of the Annual Performance Review.

Faculty mentoring of students is an important part of the department's instructional mission. Faculty who serve on an enhanced number of committees for dissertations and theses may request teaching relief from the Head.

Enhanced Instructional Assignment: Faculty may petition the Head by May 1 of each academic year for an enhanced instructional assignment for the ensuing academic year. The faculty member should specify the additional courses that he or she wishes to teach or the mentoring activities that he or she wishes to undertake, and should make a persuasive argument that these instructional/mentoring activities are in the best interests of the program.

III. Professional Development

Participation in professional associations and related academic forums such as conferences and workshops enables the faculty member not only to stay abreast of advances in their particular academic discipline, but such participation also publicizes the accomplishments of the faculty member bringing credit to the College and University. Professional development at minimum implies attendance at scheduled events. However, faculty are encouraged to go beyond the minimum by engaging in activities such as presenting papers, conducting professional workshops, reviewing articles for peer-reviewed publications, holding office, developing professional programs, and taking part in deliberations that advance professional standards. The department recognizes the significant expenses involved with participation in professional meetings, and notes the need for university and college funds to support professional travel.

Professional development is crucial for not only non-tenured faculty, but tenured faculty at all ranks. Faculty members are encouraged to actively participate in the national and regional professional associations relevant to their specialties and expertise.

IV. Service

Service is a means by which faculty contribute to the maintenance and development of the good society. Through faculty service, the Department, College, and University can more effectively contribute to society. Also, it is understood that faculty may directly enhance society through direct public service.

Each faculty member has a basic obligation to the department. This includes attending scheduled department meetings and serving on departmental committees. They may discharge their discretionary service obligation in a variety of ways. This may include a combination of college, university, and public service.

V. Implementation

Each academic year each faculty member shall submit an *Annual Activity Report* to the Head in the standard College format. This report shall be accompanied by a *self-evaluation* that addresses how the candidate's activities during that year meet departmental workload standards. It is usually submitted mid-April of the academic year.

The Workload Policy Committee shall review and conduct an inventory of these reports. The outcome of this review shall be two reports to the Head.

- The first report is an *Inventory of the Annual Activity Report* that lists the accomplishments the faculty include in their *Annual Activity Report.*

- The second report is a *Workload Assessment*. This document specifies whether each faculty member's accomplishments in the four areas of Research, Instruction, Professional Development, and Service meet the department's standards. The Workload Policy Committee shall also include the basis for its recommendation in this document.

The Head will take these recommendations into account, meet with individual faculty members, and prepare an *Annual Performance Review Letter* for each faculty member. The Head will distribute to the faculty the Workload Policy Committee's *Inventory of the Annual Activity Report.* The *Workload Assessment* and the *Annual Performance Review Letter* shall be a private communication between the Head, Committee, and the individual faculty member.

VI. Change & Review

This workload policy shall be reviewed annually by the Workload Policy Committee. The Committee may recommend changes that it judges in the best interest of the department, College, and University. These changes shall be voted upon by the full department and passed by majority vote.