

Department of Romance Languages and Literatures
Workload Policy
Approved: June 2010

V. Workload for quarters / for semesters

Workload, according to the AAUP, is primarily a matter of quantity, but questions of quality will also be addressed by the Head at annual reviews. In particular, deficiencies in teaching (for example, failure to prepare a syllabus, respect a calendar, observe office hours, or teach effectively) will necessitate a discussion with the Head to determine a plan for improvement, which may require participation in appropriate workshops or seminars.

Contributions to teaching, research, and service will differ according to individual interests and strengths, but tenure-track faculty engaged in research and service will normally be assigned six / **four** courses per year, whereas field-service faculty will normally be assigned nine / **six** to twelve / **nine** courses per year. Departures from these normal teaching loads will be determined by the Head at the time of the annual review; any faculty member dissatisfied with the Head's decision may appeal his or her case to the Department's Grievance Committee (whose decisions are final and not subject to appeal within the department). The following definitions and guidelines will inform decisions about workload.

Metric for service:

Faculty are awarded units of credit for service to the department or university that is non-compensated (that is, for contributions that are neither part of a normal administrative load nor already compensated with a teaching reduction or by being considered part of a normal teaching load). Since service to the broader community is harder to assess and not always of obvious benefit to the department, it will only be counted if it is extremely prestigious (for example, if the faculty is an officer in a prominent national or international organization) or if it is clearly of critical value to the image or functioning of the department.

Basic service consists of three elements. First, faculty must attend meetings in their entirety at least 75% of the time; the departmental secretary will take roll and provide lists of attendance to the Head. Second, faculty must comply with requests to submit data and annual reports of professional activities. Third, faculty must attend at least three UC-sponsored lectures or workshops per year; the names and dates of these lectures and workshops should be submitted with the annual report to the Head.

Basic service, as characterized above, is considered a major instance of service (since it is vitally important to departmental and university life) and is thus counted as one unit of service. Other examples of major service (counted as one unit) include running a regularly meeting and dynamic club, managing the department's website, co-editing the *Cincinnati Romance Review*, directing a PhD dissertation to completion, designing and leading a study-abroad program, or being a member of an important and time-consuming committee (the college RTP committee, Faculty Senate, A&S Senate, the Taft board, et cetera). Examples of secondary contributions (counted as a half unit of service) include serving on departmental and most university committees, directing an MA thesis to completion, or helping to run a club. Examples of tertiary contributions include volunteering to help recruit graduate or undergraduate students (counted as a

quarter unit of service; the Head will find projects for such volunteers) or directing a Capstone project to completion (counted as a tenth of a unit of service).

Metric for publications:

A faculty member will have one unit of publications if he or she has published an average of one peer-reviewed article per year on the average over the last five years or the equivalent (e.g., a book chapter, the introduction to an edited book, the introduction to a monographic issue of a journal, the introduction to an anthology). For this calculation, new books (not re-editions), including textbooks, should be considered as equivalent to the number of article-length chapters; re-editions and translations without significant changes will not be counted, but re-editions with significant changes may be counted as equivalent to a peer-reviewed article. Likewise, creative works (poetry, short stories, and novels) should be counted as equivalent to peer-reviewed articles or other published books with the same number of pages.

Field-service faculty:

Field-service faculty are expected to spend 80% of their time teaching and 20% of their time in activities indicating professional commitment (whether service or research). Although actual loads may vary with departmental needs, field-service faculty usually teach one of the following combinations:

- a. nine / **six** five-hour courses per year
- b. six / **four** five-hour courses and three / **two** three-hour courses per year
- c. eleven / **seven** three-hour courses per year if they have 9 / **6** or more preparations per year
- d. twelve / **eight** three-hour courses per year if they have 4-8 / **3-5** preparations per year
- e. thirteen / **nine** three-hour courses per year if they have 1-3 / **1-2** preparations per year (the Head and Director of Curriculum will make an effort to avoid giving such burdensome and monotonous assignments)

Field-service faculty must perform 2.25 units of service, as defined above. Failure to do so will result in the assignment of one additional course per year.

Tenure-track faculty:

Tenure-track assistant professors receive a one / **one**-course-per-year reduction in their teaching load in their fourth year to assist them in preparing for promotion. Otherwise, the workload for tenure-track assistant professors is invariable, although for the purposes of reappointment and promotion, they need to do research and a modest amount of service.

Tenured associate and full professors are expected to spend 40% of their time teaching, 40% of their time conducting research, and 20% of their time doing service for the Department and the university. Tenured associate and full professors may be assigned additional courses if they are not performing service for the department or university or conducting significant scholarly or creative activities; conversely, they may receive a reduced load of teaching if they perform extraordinary service or research, or if they conduct a quarter-long Taft seminar.

1. Service: Tenured faculty are expected to perform 2.25 units of service, as defined above. Faculty who excel in service may request consideration for reduced teaching for extraordinary service.

2. Research. All tenured faculty should have one unit of publications according to

the criteria above.

Faculty who have zero units of publications over the last three years will be removed from graduate teaching and assigned at least three / **two** additional courses per year to teach; faculty who have zero units of publications over the last five years will be assigned six / **four** additional courses per year to teach.

Faculty who have published far in excess of the expectation described above may request consideration for extraordinary research, particularly if they can demonstrate that they are nearing the end of a long-term project.

This policy regarding workload will be reviewed every five years, that is, in 2015, 2020, 2025, et cetera. If any faculty member desires an earlier review of the policy, he or she will notify the Head, who will schedule a discussion.