

ADMINISTRATIVE DIVISION – ACADEMIC AFFAIRS

POLICY NUMBER – ACAF 7.06

POLICY TITLE – REALLOCATION OF FACULTY WORKLOAD

SCOPE OF POLICY – USC UPSTATE

DATE – NOVEMBER 6, 2009

RESPONSIBLE OFFICER – CLIF FLYNN

ADMINISTRATIVE OFFICE – ACADEMIC AFFAIRS

POLICY STATEMENT

The expected teaching load for tenured and tenure-track faculty at USC Upstate is 12 credit hours per semester. The expected teaching load for non-tenure track faculty is 15 credit hours per semester. For selected disciplines, the workload is calculated in contact hours and not credit hours. At times and through a well-developed set of criteria, the faculty teaching workload may be reallocated in order to facilitate research and creative activity or to accomplish a designated institutional objective. The following assumptions are the foundation for the reallocation of a portion of the faculty workload.

- The University is committed to assisting tenured and tenure-track faculty and selected non-tenure track faculty members to engage in research, creative activity, or other academic pursuits.
- Selected service assignments or administrative duties are necessary for efficient operation of the University and therefore warrants consideration of reallocation of some teaching responsibilities.
- The University is committed to ensuring full compliance with all accrediting bodies with respect to employment of full-time and part-time faculty.
- The leaders of the academic units (deans and chairs) bear the responsibility and accountability in determining criteria for who should receive reallocated responsibilities.
- The leaders of the academic units (deans and chairs) bear the responsibility and accountability for maintaining and increasing credit hour production and high-quality courses.

With these points in mind, USC Upstate deans and chairs will assume responsibility for determining reallocated faculty responsibilities within their units. The deans will use at least the following four guidelines in determining such changes:

1. All schools and colleges should maintain or (preferably) increase credit hour production.
2. Reallocation of duties should have either no or minimal impact on academic unit budgets.

3. Reallocation of duties for the purpose of enhancing research and creative activity should generally be awarded to tenured or tenure-track faculty members.
4. Although reallocation of duties should normally be for the purpose of enhancing research and creative activity, it may also be used (on occasion) to allow faculty members to perform important service assignments or administrative duties.

PROCEDURES

Definition: Reallocation refers to a negotiated or pre-approved reallocation of the normal teaching load of 12 semester hours per semester for tenured and tenure-track faculty and 15 semester hours of teaching for non-tenure track faculty for service, faculty governance or scholarly activities that benefit the individual, the academic unit and the University.

Reallocation of teaching workload:

- 1 course per semester for the Chair of the Faculty Senate
- 1 course per semester to serve as the Faculty Athletic Representative
- 1 course per semester for the Chair of the Academic Affairs Committee
- 1 course per semester for the Chair of the Committee for Faculty Excellence
- 1 course in the Fall semester for the Chair of the Promotion and Tenure Committee

There may be other committee chairs who have a heavier workload for a given semester or year that could also justify a course release as determined by the Provost.

In addition, some service assignments may involve significant work during the summer months where a reduction of course load is not possible and faculty are not on contract, such as the Chair of the Student Services Committee. In such cases, the Committee Chair will receive a monetary compensation for the work required during the summer to be determined by the Provost.

HISTORY OF REVISIONS

- November 6, 2009 – New policy
- July 6, 2009 – Revised