Course Assignment Planning
2018-2019

Note: all documents noted below are available in the Professional Leaves & Special Assignments section of the Administrative Gateway.

Overview and Process, including Special Assignments

For the past several years, the departmental faculty course assignment inventory has been used to report course assignments, course buyouts, and course releases to the college. This is a tool that is used to document our commitments to teaching and also to supporting faculty research and service through judicious use of course releases.

This year the inventory will again be used not only to report course assignments but also as a part of the approval process for special assignments (SAs). Department chairs and school directors will have discretion to assign SAs and will not be required to send applications and supporting letters to the college. Instead, they will list proposed individual SAs on the course assignment inventory. In addition, they will report basic information about all of the proposed SAs in the unit on an Excel template provided by the college.

In order to collect this basic information, chairs and directors should have all faculty who request a special assignment fill out the one-page college SA application form by no later than January 19, 2018. Chairs and directors may establish an earlier deadline and set their own internal process (including a request for additional information) for evaluating requests.

As in the past, course reductions for FPLs will be listed both on the course assignment inventory and will also require separate approval from the college, the Office of Academic Affairs, and the Board of Trustees. Further information about the FPL application process is available on the ASC intranet at the link listed at the top of this page.

Other course reductions will be listed on the course assignment inventory according to the categories detailed below. While all course reductions will be listed, not all count against the “yield” of course assignments. The principle in determining this yield is that departments should be held harmless for course releases that are a) for personal circumstances beyond their control (unpaid or medical leaves); b) do not directly support the academic mission of the department (releases that support other units or initiatives); or c) provide income to the department that can be used to support its teaching mission (course buy outs or unpaid leaves). Releases that are in these categories count as the equivalent of courses for the purposes of achieving the yield.
The target guideline for the yield of course assignments is 85%. This yield is based on the course reductions in categories A-E below as a percentage of the base load. The base load is calculated by the number of faculty by FTE multiplied by the number of courses established in the unit’s POA as the regular course load (e.g., 20 faculty with a four course load would have a base load of 80). If a faculty member has an adjusted teaching load on a permanent or term basis, then the adjusted load is used in setting the base number. Courses taught above the base load will also be counted in the yield. In addition, courses taught in a program or center outside of the department will count toward the yield, except in cases where a faculty member has a joint appointment with two departments; in that case, the FTE is split between the departments.

Divisional deans will review the inventories and approve special assignments as part of that review.

**Timeline**

- Course inventories available mid-December
- FPL applications, SA spreadsheet, and initial course inventories due February 5, 2018
- March: chairs and directors receive confirmation of approved FPLs and SAs

**Course reductions that count against the adjusted yield (target guideline of 85%)**

A. *Administrative roles inside the department or school.* This includes administrative roles within the unit (e.g., chair, vice chair, undergraduate or graduate director). This should be for formal administrative roles as defined in the pattern of administration of the unit. Significant service assignments that are proposed for a course release should be included under special assignments (see below).

B. *Faculty professional leave.* List the course releases associated with a semester or full year FPL. Further information about the FPL application process is at the intranet link at the top of this document.

C. *Journal or book series editor.* List any course releases for editorial work. If this work is accommodated through an external contract (e.g., with a press or another institution), it should be listed as a course buy out (see below).

D. *Offer letter/retention.* List the course releases that are associated with a new faculty start up, counter offer, or any other MOU. *Permanent course reductions or those provided for a term (e.g., eminent scholar or endowed chair) do not need to be listed because they are excluded from the departmental base amount.*
E. *Special assignment.* List course releases that are for a special assignment as recommended by the chair. This includes any modification of teaching duties related to an additional research or service assignment, such as releases to work on a specific research project or to work on a specific service assignment (e.g., working on a distance education course or program).

**Course reductions that do not count against the adjusted yield (target guideline of 85%)**

F. *Administrative roles outside of the department or school.* This includes course reductions for center or program directors where there is not a formal split appointment.

G. *Course buy outs from any grant, contract, or source external to the department.* Such reductions should follow the course buy out guidelines in the Guidelines section of the Administrative Gateway; any exception to these guidelines will be considered by the divisional dean as part of the overall review process. This also includes faculty who are on external fellowship subsidies.

H. *FMLA.* Faculty who are on an extended paid family or medical leave or who have a modification of duties due to child birth or adoption.

I. *Unpaid leaves.* This includes faculty who are unpaid leave to be a visiting faculty elsewhere or to take advantage of another professional opportunity as well as those who are on an unpaid personal leave.