I. Overview

A. Eligibility. Tenure-Track Assistant Professors in their first six years automatically receive an adjusted teaching load—a course release of three credits per semester. Eligible faculty beyond their sixth year may apply for load adjustment through the process described in this document.

B. Nature of the Award. Faculty members may receive no more than three credits in load adjustment in any semester through this process. Applicants will apply for two academic years of adjusted load in one application period.

C. Activities Supported. Faculty members in the College of Education engage in diverse activities that will qualify for consideration in this process. Among these activities are the following:

1. Scholarship in one’s discipline. Such scholarship should relate to the discovery of knowledge in one’s discipline, the integration/synthesizing of knowledge to reveal new patterns of meaning, the application of scholarship to specific case studies, or the investigation of pedagogy and student learning. Such scholarship should lead to peer-reviewed publications, grants, and presentations. Minimum Requirement: One accepted form of publication (a peer reviewed journal article, an edited scholarly book, a sole authored scholarly book) AND 2 national and/or international presentations at professional meetings completed within each application cycle. Projects that are completed as paid consultation/work for external organizations are not eligible for credit toward load adjustment.

2. Extraordinary service, defined as a contribution above and beyond normal expectations of the faculty member’s terms of employment. Examples include: (a) Service to the department, college, or university. The proposed service must be extraordinary (i.e. program coordination); routine memberships or chairpersons of committees or service for which reassigned time is already contracted do not qualify; (b) Service to the profession (e.g., organizing a conference, editing a journal). Applicants seeking adjustment for service must make the case for the significance of the project in terms of the university’s mission and/or strategic objectives and demonstrate credibly that the service activity will consume, on average, at least the nine (9) hours per week, typically recognized as the investment required to teach a three-credit course.

D. Minimum Teaching Load. This process cannot be used to remove a faculty member completely from the classroom. In most cases, faculty are expected to teach a minimum of 2 classes per semester; however, department chairs may apply for adjusted load. All faculty members must teach a minimum of 1 class of at least 3 credits per semester.

D. Overload. Tenured faculty members who have received adjusted load may teach an overload course in cases of extreme need for the program. Rationale for overload during an adjusted load cycle must be supplied to the Dean and approved before implementation. Teaching an overload course does not abrogate the responsibility to complete scholarly, creative, or service work. Untenured faculty may not teach an overload while on adjusted load.

II. Process

A. Submitting an Application. For a new load adjustment or the reinstatement of scholarly/creative load adjustment after a period of interruption, the application should include:

1. Cover Sheet (see appendix) completed in full.
2. Accomplishments (1/2 page max) from most recent adjusted load period. This section should provide evidence of work progress and completion. For the 2017-2018 application cycle, please include a description of activities and artifacts from the previous cycle to support your application. After this cycle, faculty should attach the evidence for one accepted form of publication (a peer reviewed journal article, an edited scholarly book, a sole authored scholarly book) AND 2 national and/or international presentations at professional meetings completed in the Accomplishment section.

3. Plan for Upcoming Years (1/2 page max). This section should clearly state the anticipated products from the research (e.g., journal articles, grant submissions, conference submission). This section should also clearly and succinctly articulate the applicant’s experience and qualifications to successfully complete the proposed work.

4. Timeline for Adjusted Load Period (1 page max). This should be in a clear, succinct chart that includes deliverables.

   B. Process Timing and Review. Adequacy of the completed work and proposed work will be assessed according to: (a) the scholarly work criteria developed by the faculty member’s department for assessment of T&R and promotion; and/or (b) the contribution of the proposed project to fulfilling the University’s and/or College’s mission.

   • October 1: College Adjusted Load Committee and name of College Adjusted Load Committee Chairperson is established.
   • October 15: Electronic copy of application in .doc or .pdf format is due to the chair of the College Adjusted Load Committee and uploaded, along with support material, to department open area Adjusted Load folder.
   • December 1: COE Adjusted Load committee sends recommendation letters to the applicants and the Dean. COE Adjusted Load committee also submits recommendation spreadsheet to the Dean.
   • December 15th: Applicants who wish to appeal the College decision send documents to the Dean.
   • January 15th: Dean provides report to Provost, COE Adjusted Load Committee Chair, and applicants.

III. Accountability

   A. Failure to demonstrate ongoing significant activity in scholarly and creative work or service may result in termination of the adjustment in load. Should adjusted load be terminated, eligible faculty members may apply again the following fall via the application process discussed herein.

   B. While committees are expected to verify information where needed, it is the obligation of applicants to provide appropriate evidence of work progress and completion.

IV. Role of the COE Committee

   A. By October 1st of each academic year, the COE will elect three to five full-time, tenure-track faculty members (not Instructors) to its Adjusted Load committee and select a chairperson.

   B. The Committee is charged with assessing all applications/reports from department members, preparing a report on each application containing the committee’s recommendation and a brief rationale, and providing the dean with the applications, supporting material, and appropriate recommendation spreadsheets in the specified format. Committee members will recuse themselves from consideration of their own applications.

   C. For applications, the committee deliberations may result in a recommendation to approve the proposal, or not approve the proposal.

   D. If the committee deliberations result in a rejection, the applicant may appeal to the Dean.