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## **Workload Policy for Communication and Journalism**

The Department of Communication and Journalism strives to fulfill the university mission:

*As a state-supported institution of higher education, Oakland University has a three-fold mission. It offers instructional programs of high quality that leads to degrees at the baccalaureate, master's and doctoral levels as well as programs in continuing education; it advances knowledge and promotes the arts through research, scholarship and creative activity; and it renders significant public service. In all its activities, the university strives to exemplify educational leadership.*

It is assumed that every tenured and tenure track member of the Department of Communication and Journalism will have a workload that includes substantial efforts in scholarship, teaching, and service. The actual distribution of effort in these three areas will change for each faculty member over time, and will certainly vary across the department. However, over time each faculty member should have a career that is marked by a rough balance in terms of devoting energy to scholarship, teaching, and service.

Special lecturers, while encouraged and welcome to participate in departmental service, will have a assigned workload that consists of only teaching obligations as defined by the faculty contract. Visiting instructors will be expected to perform the duties agreed upon in their contract with the university. Adjunct Professors, according to the faculty contract, are hired to contribute to the department in their specialized field. Per the language in the academic contract, Adjunct instructors within the department are individuals with unique specialization and as such, are expected to serve, teach and stay relevant in their areas of expertise. Special Instructors are generally hired to augment the department's curricular offerings and participate in department, college and university service activities.

### Scholarship

It is expected that faculty members are always engaged in at least one major research project. Faculty members are free to define their own research agendas, including scope and pace toward completion. These projects will normally end in the publication of a book or scholarly article, but may also include intermediary presentations such as conference papers or even media production. It is recognized that occasionally the pressure of this research is unusually great; at those times the department chair should lessen that faculty member's teaching and service duties temporarily, as long as such a reduction does not harm the ability of the department to complete necessary functions.

Under terms of the faculty contract, faculty may use sabbatical leaves, professional development and research leaves to further their research agendas. In addition, faculty may apply for a leave without pay to further a research agenda. However, it is understood that these leaves do affect the department's workload and should not be frequent or last more than one academic year.

The department also values other academic scholarly pursuits, such as writing book reviews, producing audio/video pieces, and writing columns for print or outline news organizations. These sorts of projects are useful in strengthening the scholar's recognition within the field, and will in the long run benefit the reputation of the department and Oakland University.

Although the department does not require that members of its faculty serve as public intellectuals, it applauds efforts such as delivering public speeches or writing guest commentaries. The department also values the efforts of its members to strengthen organizations that are dedicated to their communities. It is important that department members cooperate with external community and educational groups, providing their scholarly expertise where needed.

### Teaching

The Department of Communication and Journalism is committed to strength in teaching and classroom pedagogy. Because of the expectations of extensive work in service and scholarship, the normal teaching load for tenured and tenure track faculty is five courses spread across Fall and Winter. Adjunct instructors, because of the necessity of professional relevancy, will also teach five courses spread across fall and winter. Special Instructors are expected to have a course load of six courses across the academic fall and winter semesters. Ultimately, the responsibility for determining the teaching schedule for each faculty member rests with the department chair.

A typical semester's course load for tenured and tenure track faculty may be comprised of required, major course(s) and upper level course(s). Faculty may request to teach part of their load in another program, such as the Honors College, but the chair may deny that request based upon constraints and department needs.

The teaching schedule for the department will be determined by the Chairperson in consultation with the Program Directors. All faculty members will be asked to provide the chair with a written request for his/her teaching schedule. As much as possible, these requests will be respected. However, the chair may require changes in days, times, and courses taught. Regardless of seniority, all faculty members occasionally may be required to teach early in the day, late in the afternoon, and in the evening. According to the Faculty contract, no faculty member can be required to teach off campus. Faculty who accept a teaching assignment at the Macomb University Center or the Anton Frankel Center must maintain regular office hours at these campuses. Additionally, these faculty will maintain their involvement in service and research obligations on the main campus. In recognition of this dual-campus responsibility, faculty should receive additional compensation as determined by the Chairperson in consultation with the C.A.S. Deans.

Full-time faculty may elect to teach undergraduate and/or graduate Independent Study or College Apprentice Teaching sections with the Chairperson's approval. Work with students in these courses is done without financial compensation or a reduction in the rest of the teaching load. If a faculty member agrees to lead a student, he/she must submit a student contract to the Department Chair at the beginning of the term.

Only full-time faculty may serve on MA thesis and comprehensive examination committees. Faculty who serve on these committees do so at their discretion. If the schedule for an MA thesis defense or comprehensive exam has changed from the originally negotiated semester, participating faculty members are under no obligation to continue on the committee. In order to offset the burden of unusually heavy graduate advising, faculty chairing six or more graduate thesis committees in one semester may request to be assigned to a MA advising course as a part of their in-load teaching requirement. Similar considerations will be offered to supervisors of Honors College and BLS theses.

Teaching in the summer semester is optional and normally considered as an overload assignment.

(Faculty may request to teach one of their normal five courses in the spring or summer terms resulting in the contractual five courses be spread of three semesters – and as such, without additional financial compensations). According to the Faculty Agreement, full-time faculty receive priority in the assignment of summer courses over Special Lecturers and Lecturers.

### Service

Service is viewed as work in faculty governance (including but not limited to departmental committees, college committees, university committees, and the AAUP), the academic community (including but not limited to professional organizations and journals, academic publishers, and state and local societies), and the wider community. Faculty members are permitted to determine their own focus in terms of service, though all are expected to provide some service to the department.

Full-time faculty members of the department are expected to develop an active service record at Oakland. Newly appointed tenure track faculty are encouraged to participate at the Departmental level in their first year. Special lecturers are not expected, although encouraged, to perform any service duties for the department.

At the beginning of the academic year the Chairperson will ask full-time faculty members their departmental committee preferences. Faculty members are encouraged to inform the Chairperson of substantial service commitments outside the university. From this information, the chair will assign faculty members to departmental committees. These assignments will be made to spread service work evenly throughout the department and to broaden administrative experience within the department.

Service is assumed to be part of the normal responsibilities of all full-time faculty members. For individuals serving in especially demanding service capacities, appropriate course reductions may be granted. As is the practice of the College of Arts and Sciences, the undergraduate adviser for each program (Communication and Journalism) will have one course release per year to compensate for the time involved in advising. Similarly, the faculty person advising the radio station will receive one course reduction over the course of the year. The Program Directors for Communication and Journalism will receive one course reduction each semester (in fall and winter) and the chairperson of the department will teach one course each in fall and winter semesters.

From time to time, faculty may receive course releases to accommodate extraordinary burdens in other workload areas, as long as such a reduction does not harm the ability of the department to deliver a sufficient range of courses. For example, The faculty members supervising the Part-time Instruction committee will each receive one course reduction per year to aid their abilities to perform classroom observations. The Masters in Communication Director will receive a one course reduction each year.

Faculty who are on sabbatical or other type of leave (with or without pay) will not be expected to meet their service obligations. Faculty who are on reduced load will have their service obligations lowered. The department makes an explicit commitment to the support of faculty in need of leave from their academic duties, such as health and/or parental leave. We desire to partner with faculty in a manner that promotes success and balance in all areas of their life.