

Workload Policy for the Department of English

The English department considers its primary mission to be teaching, and its secondary mission to be scholarship and/or creative work, followed by service. The department expects each full-time member to shape a distinctive career pattern which will emphasize progress toward and achievement of outstanding or excellent teaching. For tenure-track faculty, this will be coupled with continuing achievement in scholarship and creative output, and ongoing contributions in service. For Special Instructors, achievement in teaching will be coupled with ongoing contributions in service.

Teaching and Instruction

Teaching and instruction include, but are not limited to, all instructional, pre-instructional, and post-instructional activities, e.g. teaching itself; the preparations of classes, class materials, and syllabi; development of websites for student use; conferences with and advising of students; the grading of papers and creative works; the direction of student research and creative projects; general preparation to teach in new areas or new methodologies; mentorship of students by encouraging them to publish, screen and exhibit creative work, and to participate in professional meetings.

The teaching workload for tenure-track faculty in the Department of English is five courses spread across the fall and winter semesters, either on a three-two or two-three schedule depending on departmental needs. The Chair has a three-course release, resulting in a one-one workload. The Undergraduate Adviser, STEP Adviser, Cinema Studies Director, Cinema Studies Production Coordinator, and Creative Writing Director each have a one-course release, resulting in a two-two course load.

The teaching workload for Special Instructors is six courses spread evenly across the fall and winter semesters, a three-three load.

Teaching during the Summer terms is optional, at the faculty member's discretion, and is compensated as overload.

Normally, faculty members undertake supervision of independent study projects, Master's projects, and internships at their own discretion and without additional compensation or reduction of teaching load. In rare instances, faculty with high numbers of independent study projects may be granted reductions in teaching load at the discretion of the chair.

Scholarship and Creative Work

The department expects each of its tenure-track members to be engaged in scholarship and/or creative work. The department is more interested in quality than it is in quantity. While Special Instructors are encouraged to pursue such professional activities, they are not required to do so. The results of scholarly and creative activity may appear in books, articles in scholarly or pedagogical journals, reference works, colloquia, conferences, sessions or panels developed in conjunction with professional organizations, papers delivered to learned societies or other scholarly media, presentations to those engaged in pre-college English education, and performances or public readings, screenings or

exhibitions of creative work in recognized outlets for serious poetry, fiction, literary nonfiction, drama, art and cinema. Curatorial and programming work for film festivals and related artistic exhibitions will also be considered meaningful scholarly work. On-line publication of scholarly or creative work also qualifies so long as it is subject to peer review.

The department encourages active participation in professional meetings, as well as editing and reviewing for scholarly or creative journals. Particularly in the area of pedagogical scholarship, it encourages sharing of the person's research discoveries through workshops and in-service programming directed toward secondary-school teachers, and it recognizes that such activity frequently involves teamwork. It also values its members' participation in collaborative activities, such as the contribution of solicited entries for literary and visual arts encyclopedias, biographical dictionaries, and similar reference works.

Service

The department expects each of its full-time members to contribute to the welfare of the university by serving on departmental, college and university committees, and/or other administrative, judicial, and legislative bodies of the university, and by engaging in alumni and student internship programming where needed. Public service, wherein the faculty member offers his or her disciplinary and professional expertise and thereby serves as a representative of the university and the English department, is also valued by the department. Special Instructors are expected to fulfill this commitment through contributions on the departmental level, though participation in direct service to the college, the university, and the community is welcome and encouraged.