

Oakland University
Department of Writing and Rhetoric

Workload Policy

The workload for **tenure-track and tenured faculty** in the Department of Writing and Rhetoric 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 vary across the department. However, each faculty member should have a career that is marked over time by a balance in terms of devoting energy to each of the three areas.

The workload for **special instructors** and adjuncts consists of substantial efforts in teaching and service. While active research is not required of special instructors, it is certainly valued, and special instructors will be supported in both their scholarly pursuits and their professional development activities.

The workload for **special lecturers** consists of teaching obligations as defined by the faculty contract. They may receive stipends for additional service activities such as organizing the Festival of Writing, presenting at the Spring Seminar, offering WAC presentations, or participating in the Writing Excellence Award. When available, funding may be provided to special lecturers for scholarly pursuits and professional development activities.

Teaching

Because of the expectations of extensive work in service and scholarship, the normal teaching load for tenure-track and tenured faculty is *five courses* spread across Fall and Winter. Because of their emphasis on superior teaching, special instructors and adjuncts are expected to teach *six courses* spread across Fall and Winter. The responsibility for determining the teaching schedule for each faculty member rests with the department chair. Faculty may request to teach part of their load in another program, such as the Honors College, but the chair may deny that request.

Normally, special lecturers will only be required to teach general education knowledge foundations courses. Special lecturers' contracts are guided by the union agreement.

A typical semester's course load for tenured and tenure track faculty and special instructors may be comprised of general education courses, courses for the major, or graduate courses. If the need for upper division courses is great, some faculty

members may be asked to substitute an upper division course for a general education course.

The chair of the department will typically have *one course release per semester* to compensate for the time involved in chairing the department. Additional members of the faculty may have *course load reductions* for administrative assignments such as directing first year writing, managing part-time faculty, advising, administering course placement, and supervising internships. Course releases require approval of the dean.

The teaching schedule for the department will be determined according to student needs in the following manner. Each faculty member 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. In the event that a faculty member is asked to make substantial concessions in the teaching schedule, the chair will make special accommodation to meet that faculty member's requests for the next academic year. Regardless of seniority, all faculty members occasionally may be required to teach early in the day, late in the afternoon, and in the evening.

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

Service

Tenure-track and tenured faculty and special instructors in the department are expected to develop an active service record.

Special lecturers will have a workload that consists of only teaching obligations as defined by the faculty contract. They may receive stipends for service activities such as organizing the Festival of Writing, presenting at the Spring Seminar, offering WAC presentations, or participating in the Writing Excellence Award.

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

At the beginning of the academic year the chair will ask each tenured and tenure-track faculty member his/her departmental committee preferences. In addition, each member will provide a list of external service obligations. 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.

Faculty who are on sabbatical or other type of leave (with or without pay) will not be expected to meet their service obligations.

Scholarship

It is expected that tenure-track and tenured faculty members are always engaged in at least one major research project. Special instructors and special lecturers are encouraged but not required to engage in scholarship.

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, and other activities as spelled out in the Policies and Procedures. It is recognized that occasionally the pressure of scholarly research is unusually great; at those times the department chair, with consent of the dean, 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, 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. Sabbaticals will not affect a faculty member's eligibility for summer teaching.