Tenured or tenure-track faculty members in the College of Information Sciences and Technology (IST) contribute in many ways to the mission of the College and University, resulting in considerable variance among faculty in their teaching loads, research and administrative responsibilities. While we embrace the diversity of career choices pursued by IST faculty, we also recognize the need to maintain equitable expectations within and between our academic units. The following guidelines ensure fair and equitable teaching loads for tenure line faculty within IST. These guidelines provide the broad outline; details of implementation are subject to specific situational contexts (e.g., development of new courses, administrative assignments, pursuit/award of large research grants) which affect the overall needs of the college.

1. Tenure-track faculty members with a productive line of research or scholarship are expected to carry a 2-2 course teaching load (typically 6 credits per semester or equivalent). A variety of types of courses would meet this requirement including most offered via resident instruction, the e-learning cooperative, the world campus, or a blended format. Tenured or tenure-track faculty members who are not engaged in a productive line of research or scholarship will be expected to teach a 3-3 load.

2. Specification of what constitutes a single teaching unit is a function of course size and implementation effort. Similarly, development of a new 3-SH course would count as 1 credit in addition to actual course presentation/conduct. Partial credits (e.g., 0.5 credit) may be assigned as appropriately defined by the Professor-in-Charge.

3. IST faculty, regardless of course releases, must teach at least one course each academic year.

4. Although supervising independent study courses and mentoring student research projects are important parts of the faculty role, they do not count as part of the normal 2-2 teaching load. These activities are, however, essential indicators of faculty productivity and should be included in annual performance reviews and discussions about promotion and tenure.

5. Course releases are provided in consultation with the Professor-in-Charge and approval of the College Dean. Course releases can be obtained for a variety of reasons, most typically the administration of an externally funded grant or contract that includes salary release, substantial involvement in academic unit administrative duties (e.g., Professor-in-Charge, Director of Undergraduate or Graduate Programs), or the result of a demanding special assignment (e.g., Chair of the University Faculty Senate or pursuit of a large-scale multi-disciplinary research grant such as a Collaborative Technology Alliance (CTA), NSF Research Center). In addition, as noted above, faculty may be granted credit for creating a new on-line course or substantially revising an aging existing course.

6. If a faculty member is on sabbatical or leave during one semester of an academic year, he or she will be expected to have a normal teaching load in the other semester, subject to buy-out policies and the requirements (see item # 3 above) that faculty teach at least one course per year.

7. When a faculty member is released from one or more courses, the decision about which courses are reassigned to other people and which ones are taught by the faculty member is the prerogative of the Professor in Charge.

8. Courses must enroll the minimum number of students as stipulated by University policy on under-enrolled courses, shown on page 2 (from www.psu.edu/que/aappm, Section C-3). If a course does not attract a sufficient number of students, the course may or may not be offered but will not be counted as part of the faculty member’s teaching load, unless there are extenuating circumstances (e.g., a first time
offering, a required course in a degree program, or a special honors section). If the course is dropped too late to assign the faculty member a different course, the faculty member should construct a plan with the unit head to teach another course in the current or subsequent semester.

9. Special topics courses are to be offered a maximum of two times in keeping with the University Faculty Senate legislation. A special topics course should be developed into a regular offering if the faculty and the unit head determine that the course should be offered routinely.

10. Full-time non-tenure-track faculty (e.g., professors of practice, instructors) would be assigned a workload of 3-3.

11. Non-full time, non-tenure-track instructors may be assigned and utilized based on College workload needs as defined by the Professor-in-Charge.

Note: This workload policy was approved by Dr. Rod Erickson on April 16, 2010 (via e-mail).