

Department of Philosophy Policy on Tenure-Track Faculty Workload and Responsibilities

This policy aims to provide fair and equitable workload expectations, the fulfillment of which will promote the mission of the Department of Philosophy, the College of Arts and Humanities (ARHU), and the University of Maryland. Workload for faculty with joint appointments will be proportional to their assigned FTE in Philosophy.

A. Teaching and advising normally constitute approximately 50% of workload

1] In the discipline of Philosophy, the norm for a Research 1 University is a teaching load of four courses (undergraduate or graduate) per year. To honor commitments to current faculty, to retain them, and to recruit new faculty, we set our basic teaching workload at four courses per year, assuming an active research program and adequate service. A faculty member's co-teaching an undergraduate or graduate course will count as their teaching one course. Co-teaching will be permitted rarely and only with permission of the Chair.

2] The advising of graduate or undergraduate students constitutes part of a faculty member's teaching/advising workload. Faculty will, during an academic year, normally work with at least one or two students on their (undergraduate) honors thesis, their dissertation prospectus, or their PhD thesis.

3] Exceptions to the typical teaching load are specified below:

a] Recruitment of new faculty and honoring faculty retention agreements will require the Chair to grant some course releases.

b] The following provisions will apply to dissertation advising:

i] If a faculty member is the sole supervisor or a *highly active* committee member on PhD dissertations, they may become eligible for a course release, to be taken at a time agreed upon by the Chair and the faculty member, finances permitting. To be highly active, a committee member would typically need, during the academic year, to meet with a student roughly once a week or to provide the student feedback on five or so substantial pieces of writing. Course releases will be awarded on the basis of the number of advising points that the faculty member has earned. A faculty member receives one point for each student advised in a semester. They are eligible for a course release when they have reached 16 points.

ii] A faculty member may appeal to the Chair and the Faculty Advisory Committee for a course release if they have surpassed standard

expectations for PhD advising but are below the threshold for a course release.

iii] Individual faculty members are responsible for keeping track of the points they have accumulated and for documenting their contributions to PhD advising.

c] Masters thesis advising, other graduate level individual studies, and undergraduate individual studies will not normally result in course releases. But faculty members may appeal to the Chair and the Faculty Advisory Committee for course releases if, in their view, they have done an extraordinary amount of this work (e.g., if they have done seven undergraduate individual studies in a year on a variety of topics).

d] Some departmental officers normally receive course releases for performing their service duties:

Department Chair, three releases per academic year (or as determined in consultation with the ARHU Dean)

Scheduling Officer, one course release per academic year

Director of Graduate Studies, one course release per academic year

Director of Undergraduate Studies, Philosophy, Politics, and Economics (PPE), one course release per academic year

Director of Undergraduate Studies, Philosophy, one course release per academic year

Director of Graduate Admissions, one course release, to be taken in a semester after having served in the role during two admissions cycles

Head of Learning Outcomes Assessment (LOA), one course release, to be taken in a semester after having served in the role during three LOA cycles.

e] To honor University and Department commitments, the Department sometimes needs to give particular faculty a regularly-reduced teaching load. For example, the standard teaching load for a Distinguished University Professor involves a course release each academic year. The Department will honor any retention agreements specifying a lower teaching load for current faculty.

f] After consultation with the Faculty Advisory Committee, the Chair may occasionally grant course releases for faculty who fulfill a role that advances

the University's mission and operations (e.g., service to a University unit, University strategic initiatives, curriculum redesign).

g] Faculty who receive external fellowships, awards, or grants will receive course releases or buyouts compatible with the external funders' rules, University and ARHU Policy, and the Department's Course Buyout Policy. Faculty may get course releases for receiving internal awards, grants, or fellowships, in accordance with University rules. The Department's Course Buyout Policy specifies, consistent with University policy, conditions under which faculty can buy out courses.

4] University Policy dictates that course releases stemming from advising may count towards no more than two units of instructional effort (i.e., courses) per academic year. ARHU Policy dictates that faculty must teach at least two instruction-based (i.e., non-thesis, dissertation, or independent study) courses per academic year. Exceptions to this minimum instructional load requirement must be approved by the ARHU Dean.

B. Research normally constitutes approximately 40% of workload

1] Fulfilling this workload expectation would typically involve producing at least the equivalent of one journal article per year. Means of satisfying this expectation would include writing a chapter for a volume, advancing a book project (e.g., by drafting a prospectus), submitting a newly written paper to a journal, publishing a website that contains new research, doing a translation or edition of an historical manuscript, and so forth.

2] Faculty who would like to fulfill their workload responsibilities by doing less than the normal expectation in research may, after consultation with the Chair, rebalance their workload by taking on additional service (at least 2/3 of which must be for the Department, ARHU, or the University) or teaching responsibilities.

3] Faculty who have filled exigent service roles (e.g., as Director of the Honors College) may have had to pause their research programs. Once they are no longer in these roles, these faculty should be given a reasonable amount of time to restart their research activities.

C. Service normally constitutes approximately 10% of workload

1] This aspect of workload includes service to the Department, ARHU, the University, the profession, and the community. Fulfilling service expectations should require roughly the amount of work needed to teach as well as do the grading for one upper-level undergraduate course. Faculty receiving course releases for serving as departmental officers will devote more than 10% of their effort to service (e.g., the DGS will devote approximately 20% to it).

2] Service to the profession (e.g., working as an editorial board member of a journal) or to the community (e.g., developing an academic program for a middle school) may contribute to fulfilling workload expectations, but will at most count as meeting a third of these expectations. Extraordinary service to the profession or to the community will, funds permitting, generate one or more courses releases, as judged appropriate by the Chair in consultation with the Faculty Advisory Committee.

3] In accordance with disciplinary norms and the history of the department, departmental service by junior faculty will normally not exceed 5% of workload, thus allowing junior faculty more time for research.

D. Implementation and Complaint Mechanism

1] As specified in the Provost's Guidelines "University of Maryland Chair Roles, Responsibilities, and Authorities," the Chair of Philosophy has ultimate authority in the Department over instructional workload and teaching assignments, unless overruled by the ARHU Dean. The Chair will evaluate faculty workload fulfillment annually based on faculty activities data channeled through the University system as well as on faculty curricula vitae. On the agenda at yearly meetings between individual faculty and the Chair will be discussion of workload satisfaction and, if applicable, workload rebalancing.

2] The department's Faculty Advisory Committee will play a role in implementing this policy.

a] If a faculty member would like to ask for a course release not required by this policy (e.g., if they have done a large number of independent studies in a short time), they may contact either a member of the Faculty Advisory Committee or the Chair to make their request known. The Chair will seek the Faculty Advisory Committee's advice on the request.

b] If there is some reason to believe that a faculty member is not satisfying workload expectations, the Chair may seek the Faculty Advisory Committee's advice on how, consistent with the Department's workload policy, to ameliorate the situation.

3] The Chair will take reasonable steps to notify any faculty who appear not to be satisfying workload expectations. In cases in which the Chair judges that a faculty member has not satisfied expectations over a period of two or more years, the Chair may rebalance the faculty member's workload. For example, if a faculty member has not done the requisite amount of service over two academic years, the Chair may assign them an additional course.

4] If a faculty member objects to their workload assignments, for example, to a rebalancing of their workload, they may bring this objection to the attention of the Faculty Advisory Committee. Within three weeks of the objection being raised, the

faculty member concerned, the Faculty Advisory Committee, and the Chair will meet to resolve the issue. If no resolution is reached, the Chair and the faculty member will put their positions in writing and the case will be forwarded to the Dean's Office for review.

5] This policy will go into effect, and calculations for course releases will begin, only after its approval by the Department and the ARHU Dean's Office. The Department will honor its commitment to any course releases promised through agreements that predate this policy's approval.

E. Availability of Information

To promote equity and fairness, each fall the Department will make available to all tenure-track faculty information on the Department, College, and University service roles filled by faculty.

F. Relation to University Leave and Retirement Policies:

Workload requirements may be adjusted according to University policies and procedures regarding sabbatical leave, leave without pay, family medical leave, retirement agreements, and so forth.

G. Review

The Department will review this policy at least every five years.

Approved unanimously by Department of Philosophy TTK faculty, Dec. 9, 2022

Reviewed and approved by the ARHU Dean's Office, June 13, 2023