A General Policy for Faculty Workload in the School of Humanities

The standard workload for Faculty in the School of Humanities is five courses per year. Faculty members whose courses generate a total enrollment of at least 80 students per year or an average of 160 students over two years will be eligible for a four course load.

Course releases can be granted only by written exception from the Dean.

Minimum Enrollments in Courses

All courses should meet minimum enrollment expectations (15 for lower division, 10 for upper division, 4 for graduate). In general, chairs should look carefully at their curricula and rethink courses with chronically low enrollments. Even in the case of graduate courses, we need to pay particular attention to scheduling to ensure that we do not spread graduate students too thin over too many courses. Associate Deans for Graduate and Undergraduate Study respectively will review course enrollments, and where enrollments fall below these expectations, departments/programs will be asked to:
   * cancel the course, or
   * make the case to the relevant Associate Dean that offering the course is essential for programmatic reasons (e.g., a course fulfills a major requirement and must be offered to allow students to complete the undergraduate degree in a timely fashion).

Chairs may argue that low enrollments in one course are offset by exceptionally high enrollments in other courses. However, any exceptions to the 15/10/4 policy are subject to approval by the Associate Dean. In general, when a department is permitted to offer the under-enrolled course taught by a faculty member, the course will count as an overload and thus, student enrollments will count toward the annual minimum of 80 students.

Humanities Core Course
Lecturing or leading an honors section in Humanities Core will count as one course.

Lecture Courses
Because TAs are hired to support grading and discussion in large courses, faculty will receive one course credit for large courses.

Jointly Taught Courses
In the past the School has discouraged team-taught courses, but if a unit or units can generate enrollments that cover the teaching expectations of each professor then two instructors could split the enrollment. Jointly taught courses should be offered only if there is strong reason to expect an enrollment of 50 or more students for undergraduate or 20 or more for graduate. Each faculty member will receive full workload credit for the course only if the enrollments meet the minimum. In most cases, these courses would not qualify for a TA, but if the enrollment exceeds 120, the faculty could request a TA.
First-Year, Transfer Seminars and Freshmen Programs
Faculty who offer first-year or transfer seminars or who participate in the Freshmen Integrated Program as a teaching overload may count the enrollment in such first year courses toward their 80 minimum requirement.

Independent Studies and Thesis/Dissertation Research
All independent directed readings and research courses (e.g. 199, 298, 299, 399) are not part of the regular workload and therefore, their student enrollments do not count toward the 80 minimum requirement.

Sabbaticals and Releases for Administrative Service
Course releases for sabbatical will alternate between two courses in one quarter and one the next. (e.g. 2, 1, 2)

One release is equal to 20 students for accounting purposes with regard to eligibility for the four course load.

Releases for department chairs and program directors will vary by the size of the unit:
Under 10 line faculty: one course release
10-24 line faculty: two course releases
25 and over line faculty: three course releases

Center directors and directors of graduate programs with over 30 students will be eligible for one course release. Directors of unaffiliated majors with over 50 students will be eligible for one course release.

Above Scale Professors and Endowed Chairs
Above Scale Professors will continue to carry a four course workload. All course releases associated with endowed chairs and retention packages will be honored.

Lecturers with Security of Employment (LSOE)
The teaching load for a LSOE is eight courses; course releases for administrative duties may be granted by the dean.

Accounting Procedures
Each year faculty members will submit to the chair of the department or program director a list of courses and the number of students enrolled. The dean's office will keep an account of this teaching.