

MAE Department Teaching Allocation Guidelines

October 31, 2019

The following Allocation of Teaching and Advising policy is extracted from the MAE Promotion and Tenure Policy updated on January 6th, 2019. Following the discussions in MAE faculty meetings (09/12/2019 and 10/3/2019), the majority of the MAE faculty has agreed to add the following amendments to the policy:

Unless there is an emergency,

- 1. Department head will discuss with faculty members in advance before assigning a class.*
- 2. Faculty members will be assigned classes at least 30 calendar days prior to the first day of class.*

Allocation of Teaching and Advising

Per section §6.61F of the Administrative Rules and Procedures (ARP) Manual,

1. Departments and equivalent units will specify how they determine teaching loads. Departmental or equivalent unit workload policy will be 1) developed by the department faculty in collaboration with the department head and approved by the dean or equivalent administrator, 2) contained in written departmental guidelines, and 3) distributed to all faculty in the department. Department guidelines shall clearly specify the method by which teaching load is distributed. The dean or equivalent may ask for revisions to the departmental workload policy.
2. In determining teaching load, the departmental or equivalent unit workload policy shall consider the impact of: courses with a lab component; career path of the instructor; tenure and promotion; workloads at peer institutions; national disciplinary norms; faculty retention; relative proportion of graduate and undergraduate instruction; supervision of master's theses or doctoral dissertations; student advising and retention activity; mentoring activity, individual faculty member's scholarly and creative productivity; service productivity; new preparations; method of course delivery; class size; help from graduate assistants; administrative and/or service assignments; team teaching; and methods of grading. Given the importance of graduate programs to the mission of the university, special consideration must be given to support of graduate programs. Other factors specific to particular departments or disciplines may also be considered.

The MAE Department will assign teaching load based on the following guidelines:

The Mechanical & Aerospace Engineering Department provides each faculty member with up to 25% of their load to distributed among the activities listed in ARP §6.61 F.2. Each faculty member must describe their planned activities during the allocation of effort process, and these activities must be "significant" as stated in Section C of that chapter.

The remaining ~75% (9 credit hours) of a faculty member's time will be allocated to teaching each semester per the following guidelines, and will be based on each faculty member's relative **degree of creative/research activity** (considered by the extent of grant management, proposals submission and the number of graduate students being supervised). MAE faculty will never be *required* to buy-out to justify allocation of a reduced teaching load.

- inactive (no grants, publications, graduate student supervision, proposal activity) - 9 credit hours
- moderately active - 5 to 7 credit hours
- highly active - 3 to 4 credit hours
- highly active w/ 25% buyout - no teaching responsibility*

**A faculty member may completely buyout of teaching for a maximum of two consecutive semesters.*

A limit of 3 credit hours of teaching will be afforded during the first 4 semesters as a tenure-track assistant professor in MAE.

Deviation from these general guidelines based on the many factors described in ARP §6.61 F.2 will be addressed in the allocation of effort process each year.