UNIVERSITY COLLEGE

DIVISION OF ENGINEERING

Workload Guidelines for Full-time Faculty

I. Introduction

This document provides guidance on the implementation of the University College Faculty Workload Policy as applied to the faculty in the Division of Engineering in University College (UC). The engineering faculty in UC are part of the School of Engineering Design, Technology, and Professional Programs (SEDTAPP), which includes faculty teaching engineering and engineering technology courses in University College, Penn State Altoona, Penn State Abington, Penn State Berks, and Penn State Lehigh Valley.

Faculty workloads consist of three components: (1) the instructional workload; (2) research, scholarship, and creative accomplishments; and (3) service. This document is consistent with the guidelines established for SEDTAPP faculty whose tenure home is the College of Engineering.

II. The Scholarship of Teaching and Learning: Teaching Assignment Guidelines

The normal teaching load by type of appointment is as follows, with lecture and contract hours defined as 50-minutes periods.

- **Tenure-Track and Tenured Faculty:**
  - Maximum of 14 contact or 12 lecture periods per semester, with a maximum of 24 contact or 21 lecture periods per academic year;
  - No more than 3 different preparations per semester or 6 preparations each year.
  - Assignments will be determined by faculty research, scholarly activity, and service activities. Faculty members not engaged in these activities shall follow the guidelines for continuing appointment.

- **Standing Instructors:**
  *****Maximum of 16 contact or 14 lecture periods per semester, with a maximum of 28 contact or 24 lecture periods per academic year;
  *No more than 4 different preparations per semester or 7 preparations each year.

- **Fixed-Term Instructors:**
  - Maximum of 18 contact or 16 lecture periods per semester, with a maximum of 32 contact or 27 lecture periods per academic year;
  - No more than 4 different preparations per semester or 8 preparations each year.

- All faculty members are expected to advise students.

- All faculty members may be expected by their campus to teach outside the normal workweek (8 a.m. to 5 p.m. Monday through Friday) periodically.

- Faculty members teaching First-Year Seminars (FYS) may receive either extra compensation for this 1-credit course or a 1-course release for every 3 credits they accrue of these 1-credit courses if the hours cause them to exceed normal workload for the year. Guidelines exist for the accrual and discharge of released time. This practice is under review.

Online Teaching

Refer to "University College Workload Guidelines for Teaching Online Courses."

III. The Scholarship of Research and Creative Accomplishment: Expectations

Faculty Seeking Tenure and Promotion

Engineering and Engineering Technology faculty members with tenure and promotion expectations must maintain current knowledge of their field along with understanding the tasks industry expects technicians, technologists, and engineers to perform. This is normally accomplished through active participation in professional societies, reading the literature, continuing education, applied research, consulting and periodic return to employment in industry.

Consistent with the UC "Statement of Expectations and Criteria for Promotion and Tenure" overall competence and effectiveness of faculty members is judged for promotion and tenure by such factors as the level of academic achievement; the diversity of their backgrounds; the extent to which they further their own education in relevant areas; industrial experience including consulting activities; involvement in laboratory or curriculum development; publications, reports and other research and scholarly activities; active participation in professional and scientific societies; teaching experience; staying technically current; interest in and enthusiasm for improving instruction; creative endeavors, such as design; and involvement with students in extracurricular activities.

Faculty not on the Tenure-Track Appointments (Continuing and Fixed-Term)

The Engineering Division endorses the University College expectations for faculty not on the tenure system. Excellence depends heavily on maintaining currency in a discipline. All non-tenure track faculty members in the Division of Engineering are expected to maintain current knowledge of their field(s) and to demonstrate scholarly engagement in the discipline. The University College encourages and supports the continuous professional development of faculty members who are not in the tenure system. Faculty members are rewarded for excellence based on their annual performance review.

IV. Service and the Scholarship of Service to the University, Society, and the Profession: Expectations

The Division of Engineering endorses the University College expectations that faculty members contribute to the vitality and development of the University and extend their knowledge and services to the communities and professions served by the University. Service expected of University College faculty may include activities such as active membership on, and making contributions to, campus, division, college, or university committees; participating in strategic planning, curricular development, and granting writing; assisting with administrative tasks; developing or sponsoring co-curricular activities for students; assisting with student recruitment activities; participation in activities promoting cultural diversity; public speaking in the community; professional service to community organizations; representing the campus, college, or university on community organizations; organizing or presiding at sessions of professional societies; participation in faculty governance; and other activity that demonstrates the candidate's continuing commitment to serve the University, its units, and the communities and professions it serves.

Faculty Seeking Tenure and Promotion

Because it is an integral part of a faculty member's assignment, service is a significant factor in evaluations for tenure and promotion. The College expects faculty members to be active participants in campus faculty organizations and to serve on committees essential to the shared governance and development of the campuses, college, and the university. Moreover, faculty members are expected to serve students outside the classroom, contribute to campus-community relations, and be active as professionals within their discipline. The primary criterion for evaluating service is documented high quality and demonstrable impact of the faculty member's contributions.

For the granting of tenure and promotion to associate professor, the successful candidate must present a record of continuing active service that reflects contributions to the campus, college, university, profession, and community, and the potential for assuming greater responsibilities once tenure and promotion have been awarded. For promotion to the rank of professor, the faculty member must demonstrate the leadership that is needed from senior faculty in the college, as well as the continued positive contributions expected of all faculty members.

Faculty not in the Tenure System

Engineering instructors and senior instructors are expected to contribute significant service, usually at the campus, community, and division levels. At the campus level, service may involve participating on committees, advising student groups, or taking a role in campus governance bodies. In the community, service may involve speaking in one’s area of expertise to civic groups or consulting in one’s area of expertise with these groups. At the division level, service may involve working on a division committee. Senior instructors are expected to assume positions of leadership occasionally in service on the campus, in the community, or in the division. Leadership may also involve working on the University College Faculty Senate or the University Faculty Senate or administrative support work.

V. Adjustments

Although all full-time SEDTAPP faculty have responsibilities in teaching; research or creative accomplishment; and service, their assignments may warrant adjustment within these categories. A reasonable flexibility is desirable for the mutual benefit of the university, college, division, campus, and faculty member. Any adjustment, whether a reduction in load or approval of an overload, would be made by the Director of Academic Affairs, in consultation with the faculty member and the appropriate Division Head, on an individual, case-by-case basis. No modification of course load is automatic or guaranteed. Workload adjustments may be made yearly, and *bona fide* campus emergencies (such as a colleague's hospitalization) might warrant an adjustment mid-year.

Variables Considered for Increasing or Decreasing Teaching Assignment

- Significant research or scholarly activity.
- Active membership in University-wide committees such as Chair of a University Faculty Senate Committee
- Active membership in College committees such as chair of the division promotion and tenure committee
- Significant curricular leadership such as accreditation leadership and curriculum development
- Leadership responsibilities in national and international committees such as ASEE, ASME, IEEE
- Class size and the amount of preparation required such as a very large class or a new course preparation
- New faculty member teaching all new courses in the same semester.
- Active membership refers to significant participation with appropriate documentation.
- In line with University policy, any teaching, course development, or other work for a separate Penn State unit (including Outreach or World Campus) must be approved in advance by the DAA.

VI. Related Documents

The University College documents relating to these guidelines are listed below.

Policies on Workload

Faculty Workload Policy

Workload Guidelines for Teaching Online Courses

Policies for Tenure-System Faculty

"Division of Engineering–Distinctive Features in Research," Section K, *Promotion and Tenure Handbook*

Statement of Expectations and Criteria for Promotion and Tenure of the University College

Policies for Faculty not in the Tenure System

Statement of Scholarship Expectations for Faculty Members not in the Tenure System

Guidelines for the Promotion of Full-time, Non-Tenure Track Faculty

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