

MEMORANDUM

November 19, 2009

TO: Michael Smith
Dean, CLASS

FROM: Bill Allison
Chair, Department of History

RE: Department of History Faculty Teaching Load Policy

The Department of History Faculty teaching load reflects the teaching and advising demands of both the undergraduate and graduate History programs, the extremely heavy student load in Core courses taught by the Department, and the maintenance of an appropriate scholarly agenda, all in keeping with the Department's mission:

The Department of History offers a student-centered degree program that blends traditional and contemporary approaches, emphasizing global perspectives while recognizing the value of local and regional history. Students are mentored by a faculty of dedicated teacher-scholars, who are nationally and internationally known in their fields of expertise. Students have the opportunity to participate in unique experiences, including the History Lab and the Departmental Honors sequence.

Beginning Fall 2010, the following guidelines apply:

- Standard Load for Tenure-Track and Tenured Faculty

The standard teaching load in the Department of History for Tenure-Track and Tenured Faculty is 3/3 (9 hours/9 hours) in accordance with the Faculty Teaching Load Policy for the College of Liberal Arts and Social Sciences. The following provisions apply:

- HIST 1111, HIST 1112, HIST 2110 sections of 125+ count as a "double," or 6 hours toward load. Doubles will be subject to classroom availability.
 - HIST 1111, HIST 1112, HIST 2110 sections less than 125 will count as "singles," or 3 hours toward load.
 - Upper-Level and Graduate Courses will count as "singles," or 3 hours toward load.
 - All faculty will have at least two physical courses each semester. Exceptions must be approved by the Dean of the College of Liberal Arts and Social Sciences.
- The 3/3 load is designed to promote progress on scholarship in keeping with the missions of the University, the College of Liberal Arts and Social Sciences, and the Department of History, as well as scholarship standards outlined in the College of Liberal Arts and Social Sciences Tenure, Promotion, and Review policies and the Department of History Tenure, Promotion, and Review policies. Faculty consistently evaluated as "needs improvement" for scholarship on annual evaluations may sacrifice merit pay

and/or promotion and may be assigned additional courses beyond the 3/3 load, up to a maximum of four courses per semester, as approved by the Dean). Some evidence of scholarship is required for all tenure-track and tenured faculty in the Department of History.

- For Temporary Faculty
 - In accordance with University policy, Temporary Faculty must teach a 5/5 load and should only teach HIST 1112 and/or HIST 2110.
 - Temporary Faculty have no research or service expectation in the Department.
- For Lecturers
 - Lecturers will teach a 4/4 load and may teach upper level courses in their area of specialization in addition to HIST 1112 and/or HIST 2110.
 - Lecturers are expected to do service but have no research expectation in the Department.
- Overload Policy – Overloads will be determined according to the policy for the same of the College of Liberal Arts and Social Sciences, quoted in full below:

The College of Liberal Arts and Social Sciences will sanction faculty teaching beyond normally assigned duties when such teaching is reasonable, necessary, and supportive of the mission of the University System of Georgia, Georgia Southern University, and/or the College. The purpose of this memorandum is to establish guidelines for full-time faculty (tenure or non-tenure track) who wish to engage in overload teaching for compensation.

- Consistent with USG and Georgia Southern University policies, full-time faculty in the College of Liberal Arts and Social Sciences may receive compensation for teaching up to three credit hours per semester beyond their normally assigned duties, provided they are scheduled to teach at least nine semester hours (or equivalent) in-load during the semester in which an overload is taught. Faculty engaged in overload teaching must continue to perform all of the duties and responsibilities expected of them as faculty members, including fulfilling their expected responsibilities for teaching, research, and service as applicable.
- Per University policy, faculty on 10-month contracts may elect to take overload compensation as salary or as a professional stipend. Per USG policy, faculty may not earn more than one third of their 10-month salaries in additional compensation per year (summer through spring semesters), which includes compensation earned for summer teaching. Faculty on 12-month contracts who teach overloads may receive compensation only in the form of a professional stipend.
- Faculty members have the responsibility to report in writing to their department chairs all overloads taught external to their department. Except for FYE and IDS courses, department chairs have the responsibility for identifying the funding source(s) that will be used to compensate faculty engaged in overload teaching and must seek approval in writing by the dean of the College prior to scheduling overload courses.

- Release for Direction of Theses
 - A course release will be given to faculty members upon the completion of every 5th thesis under their direction, dependent upon program and core needs, in accordance with the Faculty Teaching Load Policy for the College of Liberal Arts and Social Sciences. The Director of Graduate Studies will monitor thesis direction and notify the Chair of faculty members approaching their 5th directed thesis so that appropriate scheduling can be arranged.
- Administrative Releases
 - Administrative releases are restricted to the Chair (teaching load is 1/1) and the Director of Graduate Studies (teaching load is 3/2).
 - All other administrative releases must be approved by the Dean of the College of Liberal Arts and Social Sciences