**Departmental Faculty Workload Statement**

**Department: Date:**

**Prepared by:**

SMU University Policy Manual section 6.2 on faculty workload:

A normal, full-time teaching assignment consists of 12 class hours per week or the equivalent. This is the expected assignment for faculty who have no responsibility for administration, advising, curriculum oversight, faculty and university governance and committee work, or research. Faculty with significant responsibility for advising, curriculum oversight, and normal faculty governance and university committee work ordinarily receive the equivalent of three class hours of released time each week for such duties. Faculty with active and productive research programs normally receive three class hours of released time each week for their research. Faculty with administrative responsibility may, when such administrative duties demand significant time, receive additional released time from teaching. Faculty with significant sponsored research programs may receive appropriate released time from teaching within individual school policy and with the approval of the dean.

**Tenure-track and tenured faculty:**

What is the standard allocation across teaching, research and service for research-active, tenure-track or tenured faculty in your department? (Note: The sum for each column should be 4.)

|  |  |  |
| --- | --- | --- |
|  | Semester | |
| **Category** | **Fall** | **Spring** |
| Teaching (courses) |  |  |
| Research (course equivalents) |  |  |
| Service (course equivalents) |  |  |
| **Total** |  |  |

**Non-tenure-track, full-time faculty:**

What is the standard teaching load for full-time, non-tenure-line faculty in your department?

**Fall** \_\_\_\_\_\_\_\_ **Spring**\_\_\_\_\_\_\_\_

If the standard teaching load is less than 4/4, please offer a justification for the reductions.

**Faculty Workload Report**

Please report the teaching load for all full-time faculty in your department (tenure-track as well as non-tenure-track). Describe the nature of the service and research contributions for all faculty who teach less than 4 classes per major academic term, and the time allocated for those activities in course equivalents (e.g., .5 course; 1 course).

|  |  |  | | **Teaching Equivalents Granted for Research and Service** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | | **Service**  e.g., .5 course, Faculty search committee, UGRD Council, Faculty Senate | | **Research**  e.g., 1.5 courses; publishing at acceptable rate per dept. guidelines; applying for or has active grants/fellowships. | |
|  |  | **Teaching Load** | |
| **Name: Last, First** | **Title** | *Fall* | *Spring* | *Fall* | *Spring* | *Fall* | *Spring* |
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