

SPP Policy on Teaching Assignments and Faculty Teaching Loads (including course releases and buyouts)

General Principles:

It is the Chair's responsibility to develop a teaching schedule that meets the School's curriculum. The teaching schedule should be developed with recognition of the seats needed to meet the demand of majors and, to a lesser extent, of students seeking to fulfill breadth requirements, including contributions to interdisciplinary programs such as the MPP/MD dual degree program, the MPP/UNEX international student program, etc. Identified staff (e.g., a student affairs officer or similarly designated staff) will work with the Chair to assist in scheduling, including by providing information regarding past seat offerings and targets for current enrollment to help with this planning.

In the interests of promoting equitable allocation of teaching duties across faculty members, the Chair should take steps to balance teaching loads across lower-division undergraduate level, upper-division undergraduate-level, and graduate-level courses. The schedule should include a range of courses across both prime (9am-3pm) and non-prime (7am-9am; 3pm-10pm) hours, as well as a reasonable balance of MWF and TR classes. To help facilitate the need to equitably balance schedules and teaching responsibilities across the faculty, all faculty are expected to be willing to teach across the schedule (e.g., MWF or TR days, prime or non-prime times) and across academic programs.¹

Guidelines on Teaching Load:

A normal classroom teaching load in the School of Public Policy (SPP) consists of four courses per academic year. Deviations from the normal classroom load are reviewed by the School Dean's Office and require approval from the SPP Dean, via the Chair. During the academic quarter in which the teaching load is reduced, faculty are expected to be present on campus to fulfill all other regular obligations.

The Chair should keep a record of all course releases including the reason, funding source, quarter, etc. Clear accounting of releases in Academic Personnel files (eFilePlus) and all other accounts of teaching assignments is required. The Chair should be able to explain how the School is meeting the workload associated with released courses.

Teaching Release Guidelines:

Course release(s) for administrative responsibilities and new faculty hires varies, but may include the following:

- Newly hired faculty members may be given course release(s) over their first few years. This is

¹ There may be situations where (due to faculty interests, availabilities, and specific course demands) balance in course assignments may not take priority.

clearly spelled out in their offer letters.

- Faculty with administrative responsibilities may be provided between one and two course releases as Chair/Associate Dean (consistent with the percent of their faculty appointment) and one course release as one of the Graduate Advisors, Director of Undergraduate Studies, or Executive Committee Chair. Center Directors, faculty members with joint appointments, and faculty members with special administrative duties other than above may have a different agreement.

Course release during sabbatical leave is provided as follows:

- In addition to releasing a faculty member from all other duties, a one-quarter sabbatical releases a faculty member from 1 course; a two-quarter sabbatical releases a faculty member from 3 courses; a three-quarter sabbatical releases a faculty member from 4 courses if the entire leave is taken during the same academic year. Quarters of leave for the purpose of calculating course release cannot be combined when leaves are split between two academic years.
- An In-Residence Sabbatical Leave requires one regularly scheduled four-unit course be taught during each quarter of leave. Such courses do not include seminars, graduate student training courses, etc. Course release provided for administrative services and/or course buyout cannot be counted toward an In-Residence Sabbatical Leave.
- Faculty members with joint appointments may have a different agreement.

Guidelines on Counting Teaching Load:

In calculating faculty teaching loads, the following policy guidelines for SPP should be kept in mind. Any exceptions to these guidelines must be discussed with the Dean.

Generally, for an assignment to count toward the four-course workload, it must resemble a regularly scheduled class of four or more units, in which student work is evaluated for a grade or credit. Course assignments that primarily involve coordination (for example student internships) are recognized as a service contribution rather than course workload credit.

Faculty contributions to teaching are broader than the number of courses taught. Forms of teaching listed below that do not count toward the required four-course load can and should be recognized in the academic personnel process as valuable contributions to the curriculum.

1. Within one academic year, one quarter of fully supported sabbatical or fellowship leave is equivalent to 1 course; two quarters is equivalent to 3 courses; three quarters is equivalent to 4 courses.
2. Course buyouts or releases are counted on a per course basis.
3. Courses must meet minimum thresholds for enrollment: 12 students in a lower-division undergraduate course; 8 in an upper-division undergraduate course, and 4 in a graduate course. The course may still be offered, but it will not count toward the faculty member's teaching load if it does not meet the aforementioned requirements.
4. Courses that allow undergraduate or graduate students to work independently under the supervision of a faculty member (190, 198, 199, 290, 291, etc.) and the 300 and 400 series professional development courses for graduate students do not count toward a faculty member's teaching load. For curricular reasons, these courses may be run as a regularly scheduled course with a syllabus, significant enrollment, and substantial faculty oversight of student work that is,

in substance and structure, equivalent to the responsibilities of teaching a regular class. The Associate Dean, in consultation with the Dean, may decide to count that course as part of the teaching load.

5. Large enrollment courses may not be counted as more than one course.
6. Teaching a discussion section of a lecture class (including an Honors section) does not count toward teaching load.
7. Supervision of graduate students on examination or dissertation committees does not count toward the four-course workload.
8. Only one teaching credit can be assigned per course. Team taught classes count as a .5 course (assuming two instructors).
9. Two-unit courses generally do not count toward workload credit.
10. Bunching: Faculty members may request to be assigned one quarter without a regularly assigned class. Such assignments are at the discretion of the Chair and are not a faculty right. The ability of the Chair to offer the needed range of courses in each quarter is the first priority. Faculty members are expected to be available to students and staff, and to meet all service obligations to the School and the campus during a non-teaching quarter in which they are not on leave. Under University policy, any faculty member who is away from campus for more than seven calendar days needs to file a leave request, if not already on approved leave.

Course Buyout Guidelines:

The course buyout program enables faculty members to expand the time available for research and other scholarly duties. A faculty member may request from the Dean, via the Chair, to buy-out up to two courses per academic year. Reducing the teaching load below two courses per academic year (through any combination of buyouts or course releases) will be discouraged and will only be allowed in the most extenuating circumstances. During the buyout period, the faculty member is expected to be on campus and participate in his/her research and service.

The buyout will come from non-State extramural grant funds. Startup (Initial Complement) funds may not be used for Course Buyouts. The extramural grant will be charged during the pay period of the service quarter when the teaching release occurs.

Buyout cost:

- Internal buyout (from other campus departments or units): \$10,000 per course (inclusive of benefits).
- One course external buyout (from extramural funding): 10% of faculty member's 9-month salary (plus benefits).
- Two course external buyout (from extramural funding): 25% of faculty member's 9-month salary (plus benefits).

The gross amount of temporary salary savings resulting from salaries released by course buyouts will be returned to the Dean's Office. The Dean's Office will utilize these savings to fund the temporary teaching replacement costs (salary and benefits) of the classes relieved.

Faculty members with joint appointments may have a different agreement.