

DRAFT FOR DISCUSSION/December 17, 2002

Guidelines on ladder faculty instructional workload and course releases

Normal workload

Ladder faculty holding 100% regular appointments are expected to provide four primary courses each year. Faculty holding less than 100% appointments have this total reduced proportionately, by agreement with the Dean.

A "primary course" is a 4-unit equivalent (i.e. two 2-unit courses) for which the faculty member is the primary instructor (not supervisor). Primary courses, for current purposes, include regular lectures, seminars, and some other course types. Readings, research, tutorial, internship, colloquium, and other such courses are not included (generally all 19x and 29x). Courses of the 30x series may be included if they are required courses for the degree, and meet the same standards of contact hours, written work, [etc. as](#) regular lectures or seminars. Primary courses should meet the "12-8-4" minimum enrollment guidelines (i.e. 12 or more for a lower-division undergraduate course, 8 for an upper-division undergraduate course, and 4 for a graduate course).

Should special provision be made for dissertation/thesis supervision?

Releases from teaching

Reductions in the primary course workload must be approved by the Dean. In making the determination, the Dean will apply the following policy guidelines:

Department chairs - one course reduction
Graduate advisors - one course reduction
Directors of Centers and ORUs - maximum of two courses
Directors of programs - maximum of one course

The Dean will consider other exceptional requests in circumstances where course release will enhance the research and teaching mission of the College.

Course reductions will normally be granted for faculty who desire to "buy out" teaching responsibilities with fellowship and grant funds (including payments from other campus or UC units), subject to the needs of academic programs, as determined in consultation with departmental chairs.

Note: Leaves are usually accounted in "quarters." In each year, the first quarter of leave (sabbatical, special with pay, special without pay, medical) counts 1 course, the second two courses, and the third 1 course.

Planning and reporting processes

Each department's course loads, releases, and leaves must be approved by the office of the Dean. This will occur as part of the annual temporary academic support budget process.