

## Department of Psychology Course Release Structure

**Background:** The Psychology Department has a standard teaching load for tenure track faculty of 2/2, which is reduced to a 2/1 teaching load for research active faculty. Course releases have previously been negotiated on a case-by-case basis. The purpose of this policy is to standardize the conveyance of course releases to be consistent with the department mission as well as time and effort investment (with an expectation of approximately 6-8 hours of time per week to represent a 3-hour course release).

### Instructional workload

Certain course structures increase workload beyond the typical requirements for a 3-credit course. The following structure is intended to appropriately credit investment in instruction. Multiple releases can be gathered with one course offering, with prior approval by the Department Head (e.g., an instructor teaching 203 for the first time with a substantial graduate instruction component could receive 1.75 credits).

	<b>Associated course credit</b>	<b>Restrictions</b>
Teaching a course of 200+ filled seats (counted at the start of the semester)	1.25 credit	Opportunity prioritized based on department need
Teaching a 4-credit course with a lab component	1.25 credit	Requires active oversight of lab component and training of lab instructors (i.e., meeting at least every other week about class issues and material).
Teaching 203 or 204 with substantial graduate instruction	1.50 credit	Requires a weekly meeting scheduled as a one-hour course with an assigned room and a syllabus available through Howdy that details readings and discussion topics. These weekly meetings must be designed to enhance graduate student mastery of quantitative topics and their ability to teach quantitative courses. Meetings must go beyond course management issues to include substantive issues. The instructor must observe each graduate instructor once per semester and provide timely written feedback.
Development of new course	1.25 credit	Must be course requested or required by department

### **Implementation:**

This policy does not replace written offer or appointment letters, and does not apply to faculty members who have specific requirements or releases in writing (including new hires; new hires can negotiate with the Head on a case-by-case basis). In no case can a teaching load drop below

a 1:1 per academic year, without approval from the Department Head and, where required, the College of Liberal Arts. Course releases can only be earned if a faculty member is meeting teaching expectations within the department; minimally this load is expected to include two large service courses (i.e., 100+ seats), one upper-level course, and one graduate course across a two year time frame. For individuals with a semester-long FDL or a semester of modified duties (i.e., parental leave), the semester of leave will not be included in evaluating whether the faculty member is meeting teaching expectations.

Course releases must be used within two academic years of reaching a full credit; course releases beyond this time frame will only be considered with prior approval from the Head. Course releases accumulated for instructional workload should be reported on annual evaluation materials for tracking purposes.

### **Additional releases**

Course releases will be considered on a case-by-case basis by the Department Head at the request of a faculty member who is meeting the general teaching expectations described above. Course releases will only be granted for activities that are consistent with the strategic goals of the department and are substantially beyond what is expected of faculty members in an institution that values research, teaching, and service contributions. The general expectation is that approximately 6-8 hours per week represents a 3-hour course. Course releases will only be considered for activities for which the individual is not already being compensated. To request a course release, faculty should submit a written request to the Head detailing how the activity benefits the department and describing the time commitment involved, the expected outcome of the time invested, and how a release from teaching duties will facilitate the proposed work. Approval of course releases will be made in writing for a one-year period. Continuation of a course release can be considered after the one-year period; faculty should submit a progress report to the head along with a justification for continuation.

**Effective Date for credit accumulation: September 1, 2016**  
**Implications for department teaching needs will be evaluated Spring, 2017, and could result in an updated policy**