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CSEE EXPECTATIONS AND GUIDELINES FOR TENURE-TRACK FACULTY

The faculty is expected to engage in high quality teaching, research and service. The division of labor among these three tasks will depend on the particular circumstances of an individual faculty member. The purpose of this document is to outline the principles and expectations that will be used in determining the workload. The aim is to have a fair and equitable workload for all faculty members.

1. Teaching

In general and in keeping with our designation as a research department, the expectation for all tenured faculty members who are fulfilling the department's research expectation is to teach two regular three-credit courses each semester with at least one undergraduate and one graduate course being taught each year. The majority of the courses taught by an individual each year should be core/breadth courses. Allowances will be given for course size, overall responsibility, and support. For example, if an instructor teaches a large section of a course and/or has significant management responsibilities for other large sections of the course, a course reduction may be granted. Fractions of a course reduction that can accumulate to reach a complete course reduction may be given for large course enrollments in certain cases such as four credit courses. Consideration for fulfilling the requirement of one course during the year may be given for a large lab course. Also, courses with few students may be counted as a fraction of a course depending on student contact hours and whether or not the course is considered a core/breadth course for the particular program.

Untenured faculty members are expected to teach one regular three-credit course each semester their first year at UMBC and three three-credit courses each subsequent year until they reach tenure.

A full or partial course reduction may be considered for extraordinary research or service activity.

A course reduction may be granted by using grant funding to obtain release time at the rate of 12.5% of the faculty member's full-time 9-month salary per course. To obtain a course reduction by this means requires good performance in teaching and service. In addition, the request should be made by January 1 for the following Fall Semester, and June 1 for the following Spring Semester. A necessary condition for granting of the request is the determination that an acceptable substitute instructor is identified and agrees to teach the course or that canceling the course will not have a negative impact on the students. The expectation is that each faculty member will teach at least one course a semester.

2. Research

Since CSEE is a research active department the expectation is that every tenure-track faculty member is engaged in scholarship, proposal/grant writing and submission, research fund acquisition and expenditures at UMBC, research infrastructure development, graduate student support, graduate student mentoring, MS and PhD production. Scholarship includes peer-reviewed journal publications and peer-reviewed conference publications. An example of a

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faculty member fulfilling this expectation would be: publishing at least one peer reviewed journal article or peer reviewed conference paper (depending on the area) in a year, provide research funding for and using it to support at least one GRA in a year, have at least 2 graduate students enrolled in research courses or at least one graduate student enrolled in M.S. or PhD thesis, and have graduated at least one PhD in the last four years.

Research activity beyond the standard expectation may result a reduction in teaching responsibility. The activity must be verified. Examples of this increased level of research would be publishing at least 3 peer reviewed journal articles or 3 peer reviewed conference papers (depending on the area) in a year, provide research funding and using it to support at least two GRAs in a year, have at least 3 graduate students enrolled in research courses or 2 graduate students in thesis and have graduated at least two PhD's in the last four years.

Faculty members who do not meet these requirements will be assigned increased teaching and service obligations to achieve an equitable workload. The assessment of meeting the requirements will be made by the chair in consultation with the executive committee.

3. Service

The expectation is that every tenured faculty member will take a leadership role in departmental service. Every tenure track faculty member will contribute to departmental service. University-level service is expected for all tenured faculty member at least once every 5 years. The expectation is that faculty members will provide service to their professional societies. Exceptions:

Exceptions should be considered in cases of extreme load in one of the three areas. Examples of this include: a faculty member serving as a chair of a large departmental committee that consumes a significant fraction of their time; serving as the chair of the department; serving as the chair of accreditation. These exceptions may result in a course reduction granted by the chair in consultation with the executive committee.

Process

The chair and the departmental executive committee will review each faculty member's activity for the three areas annually. The breadth of the executive committee will help to highlight research area and program differences. For example, one area may count peer-reviewed conferences more heavily towards scholarship and another area may give more weight to journal publications. The research activity will be averaged over the prior three years with consideration given for the increase or decrease of expenditures relative to the beginning of the three-year period. After consulting with the executive committee the chair will make the final determination of teaching and service loads for the upcoming year. Mid year adjustments may be necessary if circumstances dictate.