

Reduced Teaching Load Guidelines

I. Description

A. A faculty member with a significant research/writing project, may apply for a reduced-teaching load for one semester.

B. Applications for a semester's reduced load must be made at the time that the scheduled course requests are due from the faculty to the department office.

C. Ordinarily, a faculty member may receive a load reduction no more than once every three years. Load reductions may be limited or restricted by the department's staffing requirements.

D. Two types of load reductions are possible:

1. A one course, three-credit-hour, reduction for a semester.

2. A two course, six-credit-hour, reduction for a semester. If this option is selected, the faculty member must teach an additional course (i.e. a total of four, three-credit courses) in the subsequent semester. Applicants who receive the two course load reduction will be excused from departmental committee service that semester.

II. Application Process

A. Applications should be made to the Department Chair, who will forward them to the chair of the department's promotions committee. That committee will then forward its recommendations to the department for final action.

B. Applications should provide a description of the project and how the extra time will be utilized.

III. Responsibilities for Recipients of Reduced Load

A. Provide the Chair with a report on the work completed.

B. Read a paper on the work completed at a History Department seminar.

Approved April 17, 2002