



## **Guidelines for Teaching Responsibilities for Tenure-Track Faculty IST\_AC-29 Administrative Guideline**

Tenured or tenure-track faculty members in the College of Information Sciences and Technology (IST) contribute in many ways to the mission of the College and University, resulting in considerable variance among faculty in their teaching responsibilities, research and administrative responsibilities. While we embrace the diversity of career choices pursued by IST faculty, we also recognize the need to maintain equitable expectations. The following guidelines ensure fair and equitable teaching responsibilities for tenure line faculty within IST. These guidelines provide the broad outline; details of implementation are subject to specific situational contexts (e.g., development of new courses, administrative assignments, pursuit/award of large research grants) which affect the overall needs of the college.

1. Tenure-track faculty members with a productive line of research or scholarship are expected to teach four courses per academic year (typically 6 credits per semester). A variety of types of courses would meet this requirement including most offered via resident instruction, the e-learning cooperative, world campus, or a blended format.
2. Tenure-track faculty members who are not engaged in a productive line of research or scholarship, as assessed through the annual review process, will be expected to teach additional courses up to a maximum of seven per year as determined by the Dean. Appropriate time will be provided for faculty to reengage in research before such changes will be implemented. The maximum number of courses is defined as seven, ensuring that all tenure-track faculty have some time allocated to research.
3. Teaching responsibilities may be reduced, based on research-related activities, as outlined in IST\_AC-09: Teaching Releases in Support of Research. Teaching responsibilities may also be reduced in response to other responsibilities including significant curriculum development, assuming administrative responsibilities, and other important activities that require a significant investment of time and effort. All course reductions must be approved by the Dean.
4. IST faculty can buy out of teaching as defined in IST\_AC-05: Course Buy Out Policy.
5. IST faculty, regardless of course releases, must teach at least one course each academic year.
6. Although supervising independent study courses and mentoring student research projects are important parts of the faculty role, they do not count as part of the four course teaching responsibilities defined above. These activities are, however, essential indicators of faculty productivity and should be included in annual performance reviews and discussions regarding promotion and tenure.
7. If a faculty member is on sabbatical or leave during one semester of an academic year, he or she will be expected to have normal teaching responsibilities in the other semester. Faculty returning from sabbatical are expected to resume normal teaching responsibilities during the first semester upon their return.

8. When a faculty member is released from teaching one or more courses, the decision about which course(s) will be reassigned to other instructors will be determined by the Associate Dean responsible for teaching assignments.
9. Courses must enroll the minimum number of students as stipulated by university policy on under enrolled courses (<https://undergrad.psu.edu/aappm/C-3-minimum-course-enrollment-threshold-expectations.html>) although the college may define higher minimum enrollment thresholds. If a course does not attract a sufficient number of students, the course may or may not be offered but will not be counted as part of the faculty member's teaching responsibilities, unless there are extenuating circumstances (e.g., a required course in a degree program, a new faculty member teaching a new specialized course). If the course is dropped too late to assign the faculty member a different course, the faculty member will work with the Associate Dean or a designee to develop a plan to teach another course in the current or subsequent semester.
10. Special topics courses will be offered a maximum of two times in keeping with the University Faculty Senate legislation. A special topics course should be developed into a regular offering if the faculty and the Associate Dean or designee determine that the course should be offered routinely.

Approved by: Dr. Andrew Sears, Dean November 30, 2022