



May 14, 2015

TO: CAS Department and Program Heads
FROM: W. Andrew Marcus, Interim Tykeson Dean 
RE: Input on professional responsibilities policies for TTF

Please share this memorandum and the attached TTF policy template with your faculty. They are intended as input from the Dean's Office to initiate the faculty-led process of developing TTF professional responsibilities policies. We have conferred extensively with Academic Affairs and the leadership of United Academics in developing these materials. While the content remains my responsibility, I believe these conversations have significantly improved this cover memo and the template.

If possible, your department's policy should be sent to your divisional associate dean by Monday, June 15. However, in acknowledgement of the tremendous work load departments are experiencing this year, we will accept policies through Monday, October 12.

It is the intent of the College to honor existing practice and maintain the flexibility and autonomy that TTF enjoy; much of the template is designed with that goal in mind. It is our hope that much of the template provides language that departments can adopt with few changes, thus facilitating development of department policy. We have highlighted several sections (e.g. advising and service expectations), however, where we believe local practices vary widely and departments are likely to make modifications. In addition, there may be some workload issues, especially around course releases, that will require follow-up conversations with the Dean's Office.

Three specific areas may require particular departmental focus:

- **Section II.B.1: Standard course load.** In this section we ask that faculty state the current TTF course load in their department. CAS will compare standard TTF course loads in each department to practices documented in 2007 and 2014 surveys and our own follow-up studies.
- **Section II.B.5: Course load increase for research inactivity.** Tenured faculty members should continue to enjoy the freedom to undertake research projects that may require many years to complete and/or entail a considerable risk of failure. But in some cases, they may cease research productivity altogether, or persist in projects that are unlikely ever to come to fruition. Post-tenure reviews provide an occasion to demonstrate productivity towards long-term projects, reevaluate research agendas, refocus energies, or acknowledge research inactivity. Departments should outline a policy for increasing a course load if a faculty member has been research-inactive during the review period. We ask departments to modify

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the language in this section, if needed, to address such cases in ways that are appropriate to the expectations of their disciplines.

- **Section IV: Course release policy.** Most departments already rely on a mixture of formal and *ad hoc* criteria to award releases from the department's standard course load. We are now asking departments to reaffirm or modify their course release practices in a formal and transparent policy. Our approach is as follows:
 - Section IV invites departments to establish policies for *internally allocated* course releases. These include course releases for major service positions besides the headship, as well as other appropriate occasions to promote the department's research, teaching, and service missions.
 - Internally allocated course releases described in Section IV are in addition to course releases that originate outside departments, whether through grant or fellowship buyouts, teaching and/or service in other university units, or other reasons. The latter occasions are treated in Sections III.B and III.C.
 - In Section IV, departments may choose to reaffirm their current policies, but we encourage them to use this occasion to make any changes that will maximize the strategic use of course releases.
 - CAS will evaluate proposed course release policies over the summer in consultation with department heads and through careful study of past practices. Special scrutiny will be given to any proposed policies that may expand the number of internal course releases given within a department.
 - In evaluating and editing course release policies, we pledge to avoid significant increases to faculty workloads relative to past practices. But we reserve the right for the Dean to make adjustments:
 - where past practices have been inconsistent, inappropriate, or impossible to document
 - to promote greater equity in access to course releases among similar departments
 - to reflect disciplinary norms at peer institutions
 - to ensure that departments continue to fulfill the curricular, enrollment and financial needs of the college, in which TTF perform a central role through the courses they teach.
 - In the fall, we will document and discuss with departments any changes we make to proposed course release policies, together with any other changes we may make to the rest of the professional responsibilities draft documents.
 - For AY 2015-16, departments should follow current practices in allocating course releases, since scheduling for next year is already underway. New policies will take effect in AY 2016-17 and beyond.