

**PATTERN OF ADMINISTRATION**

**DEPARTMENT OF  
COMPUTER SCIENCE & ENGINEERING**

**October 2017**

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## Introduction

This document provides a brief description of the Department of Computer Science and Engineering as well as a description of its policies and procedures. It supplements the Rules of the University Faculty and other policies and procedures of the University to which the Department and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

This Pattern of Administration is subject to continuing revision. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the Department Chairperson. However, revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the college office and the Office of Academic Affairs.

## Department Mission

The Department of Computer Science and Engineering (hereinafter the **Department**) will impact the information age as a national leader in computing research and education. We will prepare computing graduates who are highly sought after, productive, and well-respected for their work, and who contribute to new developments in computing. We will give students in other disciplines an appropriate foundation in computing for their education, research, and experiences after graduation, consistent with computing's increasingly fundamental role in society. In our areas of research focus, we will contribute key ideas to the development of the computing basis of the information age, advancing the state of the art for the benefit of society, the State of Ohio, and The Ohio State University. We will work with key academic partners within and outside of OSU, and with key industrial partners, in pursuit of our research and educational endeavors.

## Academic Rights and Responsibilities

Please see <http://oaa.osu.edu/rightsandresponsibilities.html> for more information.

## Faculty

Faculty Rule 3335-5-19 <http://trustees.osu.edu/rules/university-rules.html> defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this Department include tenure-track, research faculty (research professors) and clinical faculty (professors of practice) with compensated FTEs of at least 50% in the Department. Associated faculty, emeritus faculty, tenure-track and clinical faculty joint appointees with FTEs below 50% in this Department, and a graduate student representative may be invited to participate in discussions on nonpersonnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in this Department is provided in the Appointments, Promotion and Tenure

document.

### **Organization of Departmental Services and Staff**

The Department administrative staff provides academic, fiscal, human resources and research support needed for faculty, staff and students to operate at the university. The administrative staff processes all requests in accordance with university policy.

### **Overview of Departmental Administration and Decision-Making**

Policy and program decisions are made in a number of ways: by the Department faculty as a whole, by standing or special committees of the Department, or by the Chairperson. The nature and importance of any individual matter determine how it is addressed. Department governance proceeds on the general principle that the more important the matter to be decided, the more inclusive participation in decision making needs to be. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

### **Department Administration**

#### **Chairperson**

The duties of the Chairperson will be in accord with Rule 3335-3-35 of the Rules of the University Faculty. The Chairperson will plan, with the members of the tenure-track and clinical faculty and Dean of the College of Engineering, a progressive program aligned with the mission of the Department. In particular, the Chairperson will consult with the tenure-track and clinical faculty on all policy matters, and such consideration will, whenever practical, be undertaken at a meeting of the faculty as a whole. In cases whenever majority faculty rule is not followed, the Chairperson will explain the reasons for the departure to enhance communication and to facilitate understanding within the Department. Wherever possible, this statement of reasons will be provided before the departure occurs. This explanation will outline the decision of the majority of the faculty, the decision of the Departmental Chairperson, and the Dean (if applicable). The explanation will be communicated to the faculty in writing, where possible, or at a faculty meeting with an opportunity provided for faculty to comment.

The role of the chairperson in making faculty appointments is specified in the CSE Appointments, Promotion and Tenure document.

Day to day responsibility for specific matters may be delegated to others, but the Chairperson retains final responsibility and authority for all matters covered by this Pattern, subject when relevant to the approval of the Dean, Office of Academic Affairs, and Board of Trustees.

### **Associate Chairperson**

The Associate Chairperson is appointed by the Department Chairperson after consulting with the faculty and staff members of the Department. The Associate Chairperson directly reports to the Department Chairperson, and is responsible for academic affairs of the Department involving our undergraduate programs, faculty teaching assignments, and curriculum development. The Associate Chairperson will coordinate the activities of the Curriculum Committee and the Undergraduate Studies Committee, as well as undergraduate supervising, undergraduate honors program, student organizations, student diversity promotion activities, and interactions with the science/engineering library.

### **Committees**

The standing Departmental committees, appointed by the Chairperson on an annual basis, will include the Computer Committee, Curriculum Committee, Faculty Search Committee, Graduate Admissions Committee, Graduate Studies Committee, and the Undergraduate Studies Committee. The Graduate Studies Committee will consist of at least four tenure-track members of the graduate faculty. The Undergraduate Studies Committee will consist of at least four faculty members. The Chairperson is an *ex officio* member of all department committees, non-voting on the committee of the eligible faculty.

The Chairperson will solicit from the faculty their interest in serving on committees. Although the Chairperson appoints all members, the Chairperson will try to balance committee needs and the interests of the faculty.

There also will be a CSE Promotion and Tenure Committee (P&T Committee) consisting of all tenured faculty for whom CSE is the tenure initiating unit (subsequently referred to as the CSE tenured faculty). Clinical and research faculty members in higher ranks will join the P&T Committee for promotion cases involving clinical and research faculty respectively. The Chairperson of the P&T Committee will be a CSE full professor other than the Department Chairperson, elected annually in the spring term by the CSE tenured faculty. To ensure adequate rotation and load sharing, the Chairperson of the P&T Committee will not be eligible to serve for more than two consecutive years. The Department Chairperson will participate in all P&T Committee activities as an ex-officio non-voting member. Only P&T Committee members who are full professors may consider tenure or promotion matters affecting associate professors. Other P&T Committee procedures are specified in the CSE Appointments, Promotion and Tenure document.

In addition, there is an executive committee that comprises the associate chair and the chairs of graduate admissions, graduate studies, undergraduate studies, curriculum, computer, faculty search, and P&T committees. The committee periodically meets the department chair to discuss various operational issues for the department. The committee elects a convener every year. A convener will not be eligible to serve for more than two consecutive years.

### **Faculty Meetings**

The Chairperson will call a meeting of the faculty at least once each term, in accord with Rule 3335-5-18, during the academic year. The schedule of all faculty meetings will be provided to all faculty prior to the beginning of the term. At least one of these meetings each term will include the Department's staff. The agenda for these meetings will be announced in advance by email and will be prepared in consultation with faculty. In particular, agenda item handouts from any member of the Department are to be given to the Public Relations Coordinator and Chairperson's Assistant three working days before a meeting to ensure inclusion of such items on the agenda when it is distributed. Motions will be passed by a simple majority provided that a majority of the voting faculty membership is present. If a majority of the voting faculty membership is not present, then the voting must be done again at a meeting when a majority of the voting faculty is present.

A meeting of the Department faculty will also be scheduled on the written request of 25% of the Department's faculty. The Chairperson will make reasonable efforts to have the meeting take place within one week of receipt of the request.

Minutes of the meetings will be recorded and distributed by the designated Secretary for Faculty Meetings. The Secretary is appointed by the Chairperson. Copies of the minutes will be kept in the Chairperson's Departmental files.

### **Faculty Teaching Load Policy**

The Chairperson or his/her designee (normally the Associate Chairperson) will prepare a list of overall teaching assignments prior to the commencement of each term. Annually, the Chairperson or his/her designee will solicit from the faculty their teaching interests. Based upon such expressed interests and the estimates of teaching requirements, an annual teaching load assignment will be specified for each faculty member. Based upon actual term estimates of demand, teaching assignments will be adjusted as necessary. The Chairperson or his/her designee will take into consideration the contributions of the faculty to sponsored research, administrative duties, professional and committee service, graduate student advising, and other scholarly activities. The Chairperson or his/her designee will be guided by the Departmental policy (*Faculty Teaching Load Algorithm* document) for assigning teaching loads. This policy is reviewed and modified as necessary, and approved by the tenure-track faculty.

As part of a faculty member's teaching responsibilities, each faculty member is expected to follow Departmental policies as set forth in the *Faculty and Graduate Student Handbook for the Department of Computer Science and Engineering of the College of Engineering*. For each course taught, the faculty member is to provide each student, during the first day of class, a course outline in the format consistent with Department policy.



## **Faculty Duties and Responsibilities**

Evaluation of how well all faculty members fulfill their duties and responsibilities are described in the *CSE Appointments, Promotions, and Tenure* document. The following is an overview of the basic responsibilities of faculty members:

### **Teaching**

A good teacher facilitates learning; improves students' critical and creative thinking abilities; and behaves towards students in a manner that reflects well on the University. For example, a good teacher meets classes on time; prepares materials in advance; provides to the students useful homework and, as appropriate, lab assignments; maintains adequate office hours for his/her students; grades fairly; covers the material prescribed in the course syllabus which is distributed at the first meeting of the course; spells out clearly for students both course objectives and what is expected of them in the course; and communicates clearly and effectively. Innovative and imaginative approaches to teaching may be the subject of controversy as to their merits, but such controversy should not discourage faculty from displaying such initiative.

An important role of the CSE Department is to provide appropriate courses for other departments and occasionally for the general community. This responsibility places a premium on the effective teacher which, in turn, is reflected in the value that the Department places on the contribution of the faculty member towards the general teaching effort.

### **Scholarship**

Faculty members are expected to be current in their knowledge of recent advances in their field(s) of specialization within Computer Science and Engineering and to continue to make contributions to its literature by publication in refereed journals or proceedings, presentation of scientific papers at professional meetings, and grants and contracts for funded research. Other pertinent scholarly activities include the development of courses dealing with recent research and conducting advanced seminars or symposia.

### **Service**

Faculty service work arises either through activities performed within The Ohio State University, or through outside professional activities, or both. In the first category, each faculty member is expected to carry a share of committee assignments within the Department or other assignments within the University. As a professional, each faculty member is encouraged to accept responsibility in regional, national and international professional organizations as, for example, elected or appointed offices, editorial services, editorships, community service, etc.

The CSE Department emphasizes both the theoretical foundations of computing and applications in virtually all disciplines. Consulting by a faculty member is an aspect of his/her service contribution if the consulting contributes to the professional development of the faculty member. Consulting must be approved by the chair via the external consulting form. Consultation with other researchers within the University, industry, or with government personnel may form a component of a faculty member's research.

Exactly how each individual shares in the service work of the Department is determined by contributions to the Department as a whole, by personal interests, and by length of service to the University.

### **Other Activities**

Several faculty activities straddle the groupings of teaching, scholarship, and service. For example, advisors for theses or dissertations are required by the Department to meet the standards of its graduate program. This activity might be listed under teaching, but a considerable element of research may be present; in some cases it is impossible to separate the two.

Faculty also should be good Departmental citizens and colleagues. They should be willing to assume a fair share of Departmental responsibilities, and should interact with others in a professional and constructive manner, and with integrity.

### **Departmental Resources**

The Chairperson is responsible for the fiscal and academic health of the Department and for assuring that all resources—fiscal, human, and physical—are allocated in a manner that will optimize achievement of Department goals.

The Chairperson will discuss the Department budget at least annually with the faculty and attempt to achieve consensus regarding the use of funds across general categories. However, final decisions on budgetary matters rest with the Chairperson.

Research space shall be allocated on the basis of research productivity including external funding and will be reallocated periodically as these faculty-specific variables change.

The allocation of office space will include considerations such as achieving proximity of faculty in subdisciplines and productivity and grouping staff functions to maximize efficiency.

Salary administration is handled by the Department Chairperson following review of faculty performance. Salary increases for the forthcoming academic year will be recommended to the Dean by the Chairperson. Criteria and procedures pertinent to this process are contained in the *Appointments, Promotions, and Tenure* document.

### **Special Assignments (SAs)**

<http://oaa.osu.edu/assets/files/documents/specialassignment.pdf>

Special Assignments are up to one term in length and are designed to provide a faculty member time away from classroom teaching and some other responsibilities in order to devote concentrated effort to an activity of importance to their professional development, normally on research. Special Assignments are usually, but not necessarily, provided to faculty to develop a new research skill, initiate a new project, or complete an ongoing project. Special Assignments of shorter duration may be provided for such purposes as facilitating travel related to research that is less than a term in duration but more than a week or two provided classroom teaching is not disrupted.

Faculty members who desire a Special Assignment should discuss the matter with the Department Chairperson during their annual evaluation or as soon thereafter as possible. Special Assignments require approval of the Department Chairperson and the Dean, and requests should be accompanied by a statement articulating the purpose and nature of the proposed assignment. The Chairperson will normally announce decisions regarding SAs for the next academic year no later than June 30 of the previous academic year, but retains the option of making decisions regarding proposals at other times when circumstances warrant such flexibility.

### **Leaves and Absences**

The University's policies with respect to leaves and absences are set forth in the Office of Academic Affairs Policies and Procedures Handbook <http://oaa.osu.edu/handbook/> and Office of Human Resources Policies and Procedures website <http://www.ohr.ohio-state.edu/policy/>. The information provided below supplements these policies.

#### **Discretionary Absence**

Faculty are expected to complete an Application for Leave form well in advance of a planned absence (e.g. as for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the Chairperson retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular term is substantial. The Office of Academic Affairs needs to approve absences that are 10 or more consecutive business days.

#### **Absence for Medical Reasons**

When absences for medical reasons are anticipated, faculty members are expected to complete an Application for Leave form as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the Chairperson know promptly so that instructional and other commitments can be managed. Faculty members are always expected to use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used—not banked. See OHR Policy 6.27 for details: <http://hr.osu.edu/policy/policy627.pdf>.

## **Unpaid Leaves of Absence**

<http://www.ohr.ohio-state.edu/policy/policy645.pdf>

A faculty member may request an unpaid leave of absence for personal or professional reasons. Professional reasons could include an opportunity to accept a visiting appointment at another institution or pursuit of entrepreneurial opportunity. A faculty member desiring an unpaid leave of absence should submit a written request for the absence as far in advance as possible of the time for which the leave is desired.

Approval will be based on, but not limited to, the nature of the request, the extent to which the faculty member's responsibilities can be covered or deferred during the proposed absence, and the positive or negative impact on the Department of the proposed absence. Unpaid leaves of absence require the approval of the Dean and Office of Academic Affairs.

## **Faculty Professional Leave**

<http://oaa.osu.edu/assets/files/documents/facultyprofessionalleave.pdf>

A Faculty Professional Leave constitutes a more formal departure from regular academic duties than a Special Assignment and may be one term or multiple terms within the same academic year. FPLs may involve salary reductions and other considerations established by the Ohio legislature and University Board of Trustees and faculty considering an FPL should fully acquaint themselves with these policies before applying for leave.

Faculty members who desire an FPL should discuss the matter with the Department Chairperson during their annual evaluation or as soon thereafter as possible. Because FPL proposals must be approved by the Dean, Office of Academic Affairs, and Board of Trustees before they may be implemented, faculty should submit FPL proposals for a particular year in accordance with the annual time table established by the College of Engineering, except when the development of an unexpected opportunity precludes such timing.

All FPL proposals for the year will be reviewed by the Department Chairperson. The Chairperson's recommendation to the Dean regarding an FPL proposal will be based on the quality of proposal and its potential benefit to the Department and to the faculty member as well as the ability of the Department to accommodate the leave at the time requested. If the Chairperson has a disagreement to the merit of an FPL proposal, the executive committee will be involved to provide a recommendation that will be a reference for Chairperson's recommendation to the Dean.

## **Extension of Probationary Period**

For information concerning the extension of the probationary period for tenure-track faculty, see <http://trustees.osu.edu/rules/university-rules.html> .

### **Supplemental Compensation**

The University's policies with respect to supplemental compensation and external consulting are set forth in the Office of Academic Affairs Policies and Procedures Handbook:

<http://oaa.osu.edu/assets/files/documents/facultycompensation.pdf> and <http://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf> .

This Department adheres to these policies in every respect. In particular, this Department expects faculty members to carry out the duties associated with their primary appointment with the University at a high level of competence before seeking other income-enhancing opportunities. Faculty who fail to adhere to the University's policies on these matters, including seeking approval for external consulting, will be subject to disciplinary action.

### **Financial Conflicts of Interest**

The University's policy with respect to financial conflicts of interest is set forth in the Office of Academic Affairs Policies and Procedures Handbook <http://oaa.osu.edu/assets/files/documents/financialconflictsofinterest.pdf> . A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon a faculty member or administrator's professional judgment in exercising any University duty or responsibility, including designing, conducting or reporting research.

Faculty members are required to file conflict of interest screening forms annually, and more often if prospective new activities pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate with University officials in the avoidance or management of potential conflicts will be subject to disciplinary action.

### **Grievance Procedures**

Members of the Department with grievances should discuss them with the Chairperson who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. Content below describes procedures for the review of specific types of complaints and grievances.

#### **Salary Grievances**

A faculty or staff member who believes that his or her salary is inappropriately low should discuss the matter with the Chairperson. The faculty or staff member should provide documentation to support the complaint.

Faculty members who are not satisfied with the outcome of the discussion with the Chairperson and wish to pursue the matter may be eligible to file a more formal salary appeal <http://oaa.osu.edu/handbook.html> .

Staff members who are not satisfied with the outcome of the discussion with the Chairperson and wish to pursue the matter should contact the College's Director of Human Resources, who can facilitate contact with the Office of Human Resources should such service be desirable.

### **Faculty Misconduct**

Faculty misconduct/incompetence: Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04 <http://trustees.osu.edu/rules/university-rules.html> .

### **Faculty Promotion and Tenure Appeals**

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05 <http://trustees.osu.edu/rules/university-rules.html>.

### **Sexual Misconduct**

The University's policy and procedures related to sexual misconduct are set forth in OHR Policy 1.15 <http://hr.osu.edu/policy/policy115.pdf>.

### **Student Complaints**

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the Department Chairperson, the Chairperson will first ascertain whether the students require confidentiality or not. If confidentiality is not required, the Chairperson will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the Chairperson will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not.

Faculty complaints regarding students must always be handled strictly in accordance with University rules and policies. Faculty should seek the advice and assistance of the Chairperson and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of the Committee on Academic Misconduct <http://oaa.osu.edu/coam/home.html> and <http://senate.osu.edu/Committees/COAM/COAMDuties.pdf>.

The Code of Student Conduct is Faculty Rule 3335-23 <http://trustees.osu.edu/rules/university-rules.html>.

# Faculty Teaching-Load Algorithm

Department of Computer Science and Engineering

The Ohio State University

November 2016

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## Preamble

The faculty teaching-load algorithm has two purposes. The first is to ensure that the CSE Department is effective and efficient in carrying out its teaching responsibilities, while recognizing the need for fairness: acknowledging that faculty members have differing time commitments and/or assignments to activities other than classroom teaching that also contribute to the department's mission, as well as differing needs for special assistance and career development support (e.g., for junior faculty so they have an adequate opportunity to develop an active program leading to promotion). The second is to provide incentives for faculty to use external funds to support Ph.D. students, while consciously considering the department's limited financial budgets.

There inevitably will be situations that are not covered by the provisions written here, however detailed they might become. These situations will be handled on a case-by-case basis by the Department Chair or his/her delegate, using the above paragraph as the guiding principle.

## Definitions

The **owed teaching load** of each individual faculty member is computed each year by starting with a **base load** that is based on rank and time of service, subtracting **reductions** that are based on especially significant involvement in other important activities of the kind mentioned above, and then adjusting for leaves of absence and carryforward from the previous year. Teaching loads are measured in **semester credit-hours**.

The base loads assume that a faculty member is contributing in a meaningful way to the mission of the department in teaching, research and program development, and service. Such contributions include effective participation in assigned committees, active participation in interviewing prospective faculty candidates, active participation on Ph.D. committees, etc. Any faculty member who, in the judgment of the Department Chair with the concurrence of the faculty Executive Committee, is not meeting expectations, may start with a higher base load.

Whenever possible, a faculty member who requests it is assigned multiple sections of the same course during a given semester and/or the same course offered multiple times during a given year. It is also the desire of the department that each tenure-track faculty member be given the opportunity to select as one assigned course, at least every other year the faculty member is not on leave, a **specialty course**, i.e., either:

- a regular course in the individual's area of specialization, or
- a pilot for a new course (subject to prior approval of the Curriculum Committee), or



- a special-topics course of 2 semester cr-hrs (CSE 5xy9: “Intermediate Studies in X”)

Newly hired tenure-track assistant professors will have an opportunity to offer a specialty course in their first year, and then as scheduled above.

The standard class size limit for most classes is 40 students; the limit is 25 for project (CSE 390x), capstone design (CSE 591x), and honors courses. Other courses may have different limits upon recommendation of the Curriculum Committee and with concurrence of the Department Chair or his/her delegate. In rare cases when the department, to meet demand, needs to schedule a class section with 50 or more students when the normal size is 40 or 30 or more students when the normal size is 25, the teaching load for that course is adjusted by multiplying the number of semester cr-hrs by the actual course enrollment divided by 50 or 30, respectively, and rounding to the nearest 0.1 semester cr-hrs. It is expected that variances of this kind will be codified in revisions of this document if they are not anomalies.

## Base Loads

The table below summarizes the base loads by faculty rank/title and service, before reductions for specific assignments and activities.

<ul style="list-style-type: none"> <li>• All tenure-track in first year of service at OSU</li> <li>• Tenure-track Assistant Professor before year of tenure review</li> </ul>	6.0 semester cr-hrs per year, or 11.0 semester cr-hrs per year with reductions explained below, at the faculty member’s option; the intent is that the teaching load is two typical courses per year
<ul style="list-style-type: none"> <li>• Assistant Professor during/after year of tenure review</li> <li>• Associate Professor</li> <li>• Professor</li> </ul>	12.0 semester cr-hrs per year with reductions explained below
<ul style="list-style-type: none"> <li>• Assistant Professor of Practice</li> <li>• Associate Professor of Practice</li> <li>• Professor of Practice</li> </ul>	18.0 semester cr-hrs per year with reductions explained below
<ul style="list-style-type: none"> <li>• Lecturer</li> <li>• Senior Lecturer</li> </ul>	21.0 semester cr-hrs per year (for a 9-month appointment) or 27.0 semester cr-hrs (for a 12-month appointment) with reductions explained below

## Reductions

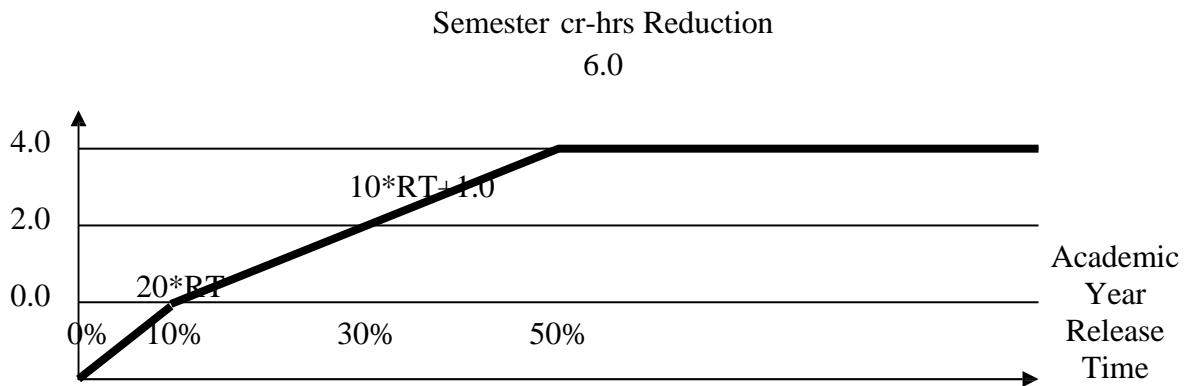
Factors contributing to reductions in the base teaching load include research activity, release time, GRA support, and administrative assignments. Further reductions may be made by the Department Chair or his/her delegate to handle special circumstances. Regardless of the total of these reductions, each faculty member not on leave of absence during the academic year is expected to teach at least 3 semester cr-hrs per year, regardless of the owed teaching load; the difference may be carried over to the following year, subject to the limitations explained below. The intent of this provision is that a faculty member’s classroom teaching will not consist entirely of a special-topics course of 2 semester cr-hrs (CSE 5xy9: “Intermediate Studies in X”).

**Research Activity**

A research activity reduction of up to 2.0 semester cr-hrs is granted at the discretion of the Department Chair for evidence of an active on-going research program. Such evidence may consist of a significant externally funded grant, or a number of current (most recent two years) scholarly publications and continuing serious efforts to secure external funding.

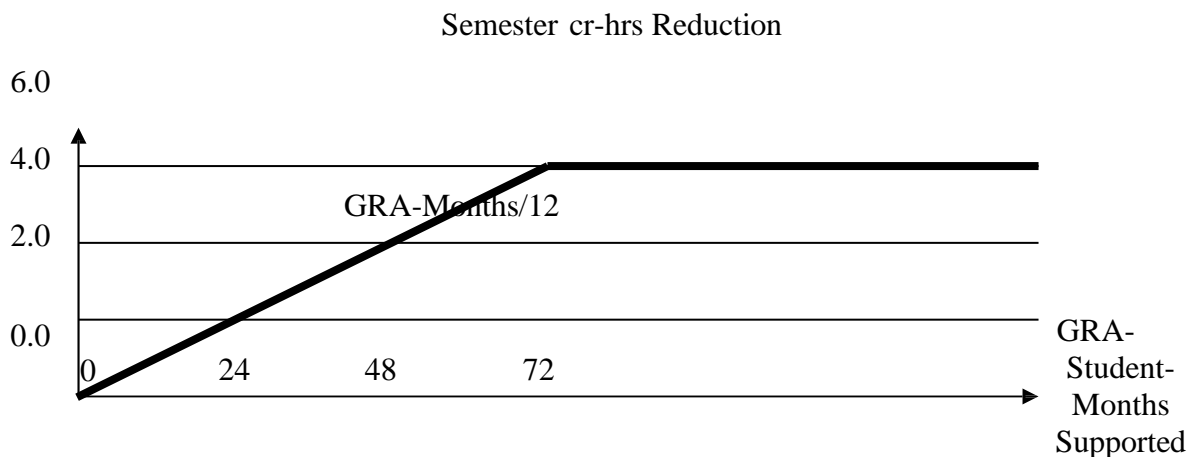
**Release Time**

The diagram below describes the reduction from the base load for research release time other than that associated with summer salary. The reduction is computed and recorded in increments of 0.1 semester cr-hrs. Each faculty member is asked in spring semester to give a good-faith estimate of his/her expected release time for the following academic year. The difference between teaching load based on this estimate, and teaching load computed later based on the actual release time other than that earned during a leave period, is included in carryforward (explained below).



**Graduate Research Associate Support**

The diagram below describes the reduction from the base load for supporting GRAs. The reduction is computed and recorded in increments of 0.1 semester cr-hrs. The stipend, fringe benefits, tuition and fees for any such GRA must be paid by an external grant awarded in a national or international competition including IBM Faculty Awards, Sloane Foundation Fellowships or Google Research Awards. All other things being equal, the department would prefer that supported GRAs be CSE graduate students, however, recognizing that it is sometimes helpful for a student from another department to be supported in order to perform the research most effectively. Each faculty member is asked in spring semester to give a good-faith estimate of his/her expected GRA support for the following year (September through August). The difference between teaching load based on this estimate, and teaching load computed later based on the actual GRA support, is included in carryforward (explained below).



### Administrative Assignments

An administrative support reduction of up to 2.0 semester cr-hrs is applied for faculty members holding the following administrative positions:

- Chair of one of the following committees: Computer, Curriculum, Faculty Search, Graduate Admissions, Graduate Studies, or Undergraduate Studies
- Coordinator of one of the following departmental activities: Diversity, or Recruitment and Retention
- Coordinator of a course with several sections in which GTA and/or auxiliary faculty coordination and supervision demands significant effort, at the discretion of the chair.

### Adjustments for Part-Time Appointments and Leaves of Absence

A faculty member who has a part-time appointment during any year, or is on leave (e.g., professional, medical, family, etc.) for all or part of a year, has his/her base load and reductions pro-rated accordingly for that year. The minimum teaching assignment is also pro-rated in this case. GRA support provided during a leave contributes to carryforward, but release-time does not; otherwise, carryforward is unaffected by a leave.

### Carryforward

It is impossible to make the assigned teaching load equal the owed teaching load each year, but the difference generally is kept below 2.0 semester cr-hrs. The **balance owed** (positive or negative, as computed with actual release time and GRA support figures for the year) up to +/- 2.0 semester cr-hrs is carried over to the following year—except when the current year's teaching load is obtained from the "6.0 semester cr-hrs per year" option for new or junior faculty members, in which case there is no contribution to carryforward to the next year. If, in this case, the assigned load exceeds 6.0 semester cr-hrs, the untenured faculty member may instead choose to revert to the "11.0 semester cr-hrs with reductions" option if this will result in a teaching credit to carry forward.

## **Additional Details**

### **Course Enrollments**

The first specialty course taught by a new faculty member requires a minimum of 4 students to qualify for teaching credit. After that, whether or not a faculty member's specialty course can continue to merit teaching-load credit will be governed by University Rules 3335-7-16 and 3335- 7-17 (i.e., the course must have a minimum enrollment of 8 students for any year, and an average per offering of 10 students for the preceding two years). The *University Course Distribution by Instructional College Report* should show that the required minimum has been achieved.

### **Team Teaching**

Multiple faculty members having an interest in similar courses are encouraged to team-teach such courses. Such a course will be given 1.2 times its usual number of semester cr-hrs, shared equally among the faculty teaching the course. If it is a specialty course, the course must meet the enrollment conditions specified in the previous paragraph (except that it must have a minimum of 6 students if it is the first specialty course taught by any of the faculty members) and must be designated as the "every other year" specialty course for all faculty members on the team.

### **Summer Teaching**

Part of the teaching load of a faculty member may be satisfied by teaching during the summer following the academic year in which it is counted.

## **Examples**

The following examples illustrate the effects of the algorithm in a number of hypothetical cases.

### **Example 1**

Sally will be a first-year assistant professor next year. Her owed teaching load is 6.0 semester cr-hrs. Her assigned load happens to be 5.0 semester cr-hrs because, though she is assigned two courses, one of them happens to be a section of a 3-sem-cr-hr course and the other is a CSE 5xy9 specialty course (since it is her first year). Still, her balance owed carryforward to the next year is 0.0 semester cr-hrs.

### **Example 2**

Sally will be a second-year assistant professor next year. Her owed teaching load is 6.0 semester cr-hrs. This time, her assigned load happens to be 7.0 semester cr-hrs because, though she is assigned two courses, one of them happens to be a section of a 4-sem-cr-hr course and the other a 3-sem-cr-hr course. Nonetheless, her balance owed carryforward to the next year is 0.0 semester cr-hrs.

### **Example 3**

Sally will be a third-year assistant professor next year. She has obtained a grant that pays her students 24 GRA-months of support. She chooses to have an owed teaching load of 6.0 semester cr-hrs, since the option of starting with 11.0 semester cr-hrs and reducing it by 2.0 for research activity and by 2.0 for GRA support results in an owed teaching load of 7.0 semester cr-hrs. Her

assigned load is 6.0 semester cr-hrs; one of these is a CSE 5xy9 specialty course (since it is her third year). Her balance owed carryforward is 0.0 semester cr-hrs.

#### **Example 4**

Sally will be a fourth-year assistant professor next year. She has obtained a second grant that pays her 20% release time, and she still pays support for 24 GRA-months as in Example 3 above. She chooses the option of starting with 11.0 semester cr-hrs and reducing it by 2.0 for research activity, by 3.0 for release time, and by 2.0 for GRA support, resulting in an owed teaching load of  $11.0 - 2.0 - 3.0 - 2.0 = 4.0$  semester cr-hrs. Her assigned load happens to be 6.0 semester cr-hrs. Her balance owed carryforward is  $-2.0$  semester cr-hrs.

#### **Example 5**

Sally will be a fifth-year assistant professor next year—normally not the decision year for promotion and tenure, but she is doing very well and is being considered for early promotion. Because it is the tenure-decision year, she does not have the option of the fixed 6.0 semester cr-hrs, but comes under the provisions of the base-load-with-reductions formula. The release time has run its course, but she will be able to provide 24 GRA-months of support. Starting with 12.0 semester cr-hrs, and reducing it by 2.0 for research activity, by 2.0 for GRA support, and by 2.0 semester cr-hrs from carryforward, results in an owed teaching load of  $12.0 - 2.0 - 2.0 - 2.0 = 6.0$  semester cr-hrs. Her assigned load happens to be 5.0 semester cr-hrs; one course is a CSE 5xy9 specialty course (since it is her fifth year). Her balance owed carryforward is  $+1.0$  semester cr-hrs.

#### **Example 6**

Sally has been promoted and awarded tenure, and will be an associate professor next year. She will be able to provide 36 GRA-months of support, and will become the department's Diversity Coordinator. Starting with 12.0 semester cr-hrs, and reducing it by 2.0 for research activity, by 3.0 for GRA support, and by 2.0 for the administrative assignment, then adding the 1.0 semester cr-hr carryforward from last year, results in an owed teaching load of  $12.0 - 2.0 - 3.0 - 2.0 + 1.0 = 6.0$  semester cr-hrs. Her assigned load happens to be 6.0 semester cr-hrs. Her balance owed carryforward is 0.0 semester cr-hrs.

#### **Example 7**

Ming is a tenured associate professor who is plenty active in research but has no current grant support. His balance owed carryforward from last year is  $+0.5$  semester cr-hrs. He will be the Graduate Studies Committee chair next year. His owed teaching load is  $12.0 - 2.0 - 2.0 + 0.5 = 8.5$  semester cr-hrs. His assigned teaching load happens to be 8.0 semester cr-hrs, leaving a balance owed carryforward of  $+0.5$  semester cr-hrs.

#### **Example 8**

Prasad is a tenured professor with significant grant support that next year will pay him 10% release time and provide 48 GRA-months of support. His balance owed carryforward from last year is  $-0.5$  semester cr-hrs. His owed teaching load is  $12.0 - 2.0 - 2.0 - 4.0 - 0.5 = 3.5$  semester cr-hrs. His assigned teaching load happens to be 4.0 semester cr-hrs, leaving a balance owed carryforward of  $-0.5$  semester cr-hrs.

**Example 9**

Mary is a tenured professor with significant grant support that next year will pay her 20% release time and provide 96 GRA-months of support. Her balance owed carryforward from last year is  $-1.7$  semester cr-hrs. Her owed teaching load is  $12.0 - 2.0 - 3.0 - 6.0 - 1.7 = -0.7$  semester cr-hrs. Her assigned teaching load happens to be 3.0 semester cr-hrs (minimum one course per year), and her balance owed carryforward is  $-2.0$  semester cr-hrs (the maximum deviation from 0).

**Example 10**

Dave is a tenured associate professor with modest grant support that next year will provide 12 GRA-months of support. He chairs the Undergraduate Studies Committee. His balance owed carryforward from last year is  $-0.8$  semester cr-hrs. His owed teaching load is  $12.0 - 2.0 - 1.0 - 2.0 - 0.8 = 6.2$  semester cr-hrs. His assigned teaching load happens to be 6.0 semester cr-hrs, leaving a balance owed carryforward of  $+0.2$  semester cr-hrs.

**Example 11**

Maria is a tenured associate professor with modest grant support that next year will provide 36 GRA-months of support. However, she will be on sabbatical for one semester during the next year. Her balance owed carryforward from last year is  $-0.8$  semester cr-hrs. Her owed teaching load if she were on duty all year would be  $12.0 - 2.0 - 3.0 = 7.0$  semester cr-hrs before accounting for her balance owed carryforward. After pro-rating her  $12.0 - 2.0$  by 50% time on duty (5.0), and then accounting for the non-pro-rated effect of GRA support ( $-3.0$ ), this leaves 2.0 semester cr-hrs, which is then further adjusted by her balance owed carryforward of  $-0.8$ , leaving a final owed teaching load of 1.2 semester cr-hrs. Her assigned teaching load happens to be 3.0 semester cr-hrs during the semester she is not on sabbatical, leaving a balance owed carryforward of  $-1.8$  semester cr-hrs.

**Example 12**

Ian is a tenured associate professor with modest grant support that next year will provide 12 GRA-months of support. However, during the summer he suffers a bungee-jumping accident while vacationing in New Zealand and is on medical leave for the entire year. His balance owed carryforward from last year is  $-0.8$  semester cr-hrs. His owed teaching load if he were on duty all year would be  $12.0 - 2.0 - 1.0 - 0.8 = 8.2$  semester cr-hrs. After pro-rating, his owed teaching load becomes  $-1.8$  semester cr-hrs because he is on leave for the entire academic year but still gets non-pro-rated credit for GRA support. His assigned teaching load is 0.0 semester cr-hrs, but his balance owed carryforward of  $-0.8$  semester cr-hrs becomes  $-1.8$  semester cr-hrs when he returns from leave because he had no teaching obligation or assignments during the year he was on leave, but still got GRA support credit.

## Supporting Calculations for Examples

Example	Base Load	Research Activity	Release Time	Release Time Credit	GRA-Months of Support	GRA-Support Credit	Admin Credit	Unadj Owed Teaching Load	FTE Years	Adjusted Owed Teaching Load	Balance Owed (in)	Final Owed Teaching Load	Assigned	Balance Owed (out)
4	11.0	2.0	20%	3.0	24	2.0		4.0	1.00	4.0	0.0	4.0	6.0	-2.0
5	12.0	2.0		0.0	24	2.0		8.0	1.00	8.0	-2.0	6.0	5.0	1.0
6	12.0	2.0		0.0	36	3.0	2.0	5.0	1.00	5.0	1.0	6.0	6.0	0.0
7	12.0	2.0		0.0		0.0	2.0	8.0	1.00	8.0	0.5	8.5	8.0	0.5
8	12.0	2.0	10%	2.0	48	4.0		4.0	1.00	4.0	-0.5	3.5	4.0	-0.5
9	12.0	2.0	20%	3.0	96	6.0		1.0	1.00	1.0	-1.7	-0.7	3.0	-2.0
10	12.0	2.0		0.0	12	1.0	2.0	7.0	1.00	7.0	-0.8	6.2	6.0	0.2
11	12.0	2.0		0.0	36	3.0		7.0	0.50	2.0	-0.8	1.2	3.0	-1.8
12	12.0	2.0		0.0	12	1.0		9.0	0.00	-1.0	-0.8	-1.8	0.0	-1.8