

Appendix B:
Women's and Gender Studies Program Workload Policy
Revised February 2016

This policy applies to all full-time faculty members (tenure-stream and non-tenure-stream) whose lines are located in the Women's and Gender Studies Program. It is based on the UNCG Faculty Workload Guidelines amended in October 2015 and approved by the General Assembly in January 2016.

In accord with the Faculty Workload Guidelines, the Program establishes the following policies:

1. Section C.2.f. of the guidelines states, "It is understood that engagement in research/creative activity as well as internal service is expected as part of the normal responsibilities of a tenure track faculty member." Tenure-stream faculty members are expected to keep up a program of research/creative activity and to participate in service in WGS, the College of Arts and Sciences, and the university.
2. Section C.2.d. of the guidelines states, "For faculty who contribute to masters programs, including but not limited to thesis or thesis-equivalent supervision, the teaching load is generally five three-hour courses per year (15 semester hours), or their equivalent." Since WGS is a masters-granting program, tenure-stream faculty will be expected to teach five three-hour courses per year, usually distributed as a 3-2 load, presuming expectations for research/creative activity, participation in graduate education, and scope of service are met.
3. Section D.1.c. of the guidelines states, "The standard teaching workload for other (non-Academic Professional or Clinical) full-time, non-tenure-track faculty is 24 semester hours (eight organized courses, or their equivalent) per year." Full-time lecturers in WGS will teach 24 semester hours, usually as a 4-4 load. While full-time lecturers may have their own research projects and may choose to engage in service, research, service, and participation in graduate education are not in any way to be required. -
4. Section C.1.d. notes that a faculty member's teaching load may be reduced due to their role in "academic administration." Tenure stream faculty members in WGS who are serving in administrative roles within the program, in particular Director of Undergraduate Studies or Director of Graduate Studies, will receive a one course reduction from their annual teaching load.
5. Section C.2.g. of the guidelines states, "It is understood that tenure-track assistant professors may be granted course reductions for research/creative activity." Conditional on successful third year review for reappointment, a tenure-track faculty member will receive a semester without teaching in accord with the College Policy on Research Assignments for Tenure-Track Assistant Professors.

6. Section E.1. of the guidelines states, “Faculty members will receive their assigned annual workload in writing, using the *Faculty Workload Assignment Form* (which may be modified to meet unit or department-specific needs).” Each year, full-time faculty members in WGS will submit a copy of the WGS Workload Assignment Form, indicating the courses they have been assigned for the year, their expected research projects, and their planned service (within the university, the profession, and the community). It is understood that the items listed in each of these areas may change over the course of the year and that a full accounting of their work during the year will be submitted as part of the annual review process.
7. The workload for each jointly-appointed faculty member will be set through a Memorandum of Understanding between WGS and the other program(s) or department(s) with which the faculty member is jointly-appointed. The total courses per year should not exceed the load for tenure-stream faculty members in WGS (bearing in mind that teaching load can change based on meeting expectations about research/creative activity, participation in graduate education, and scope of service).
8. The Director of the program is a full-time position. The normal load for someone in the position is 6 credit hours per year, usually as a 1-1 load. When that person’s tenure line is not in WGS, the Director’s load will be determined by the Dean of the College of Arts and Sciences, in consultation with the faculty member’s home department or program.
9. If a tenure-stream faculty member is deemed by the Director in consultation with the WGS Personnel Committee not over the prior two years to have been engaged in a program of research/creative activity, not to have substantively contributed to graduate education, and/or not to have taken up reasonable service commitments within the university, that faculty member’s teaching load may be increased accordingly.