

## Proposed IUPUI Time Allocation and Load Policy

December 3, 2012

Current SoE policy (2003) specifies both allocation of faculty time and course load for IUB tenured and tenure-track faculty (see below). IUB's current practice is a 3-3 load.

The second SoE policy (2001) provides for administrative discretion to adjust course loads as long as adjustments are equitable over time and revenue neutral. The Dean's office is responsible for reviewing these for fiscal neutrality, individual equity and academic integrity.

	IUB Tenured/TT	IUPUI Ten/TT	IUPUI NTT
Research	40%/50%	40%	0%
Teaching (inc. scholarship of teaching)	40% =2 fall + 2 spr	40% =2 fall + 2 spr	70% = 7/academic yr
Service	20%/10%	20%	30%

*Rationale:* In crafting the policy it will be simplest to review the existing IUB load policy and extrapolate from there. With a simple, clean, consistent load policy in place, the second policy allows us to adjust load as appropriate (e.g., accounting for field experience responsibilities, administrative duties, service load, etc). Discussions should be grounded in available data. Since the SoE is required to review policy to ensure fiscal neutrality, individual equity and academic integrity, a review will allow us to examine current and past practices, determine which are appropriate and which we wish to revise. We could begin to codify these to some degree. In addition to examining course equivalence, the review should also examine differing service loads across the school. Achieving complete parity is not possible given the differing nature of programs, but a review can enhance equity and increase confidence that different programs and personnel are receiving similar treatment. Over time we should have greater clarity regarding course equivalents across the school. This information will improve the annual review process and increase confidence across the school that loads and expectations are comparable.

*Steps:* (1) review the existing IUB policy as a starting point for creating an IUPUI policy for course load for tenure/tenure-track faculty with discretion to adjust load; (2) create a parallel load policy for IUPUI non-tenure track faculty with discretion to adjust load; (3) review current practices for equity and revenue neutrality; and (4) where appropriate, begin to codify routine course reductions.

See the following page for a revised draft of the load policy.

**IU School of Education, Indianapolis**  
**Allocation of Faculty Time**

January 2013

All full-time faculty members in the School of Education have responsibilities related to teaching, scholarship of teaching, and service to the school, university, profession and community. Tenured and tenure-track faculty have additional responsibilities related to research. The percentage of time allocated to each activity varies by type of appointment. The typical allocations are outlined below for tenured/tenure-track (T/TT) and non-tenure-track (NTT) faculty. In some circumstances, adjustments to the allocation may be approved provided the adjustments meet conditions of individual equity, fiscal neutrality, and do not compromise the academic integrity of programs. Such adjustments must be approved annually by the Executive Associate Dean.

Percentage of Effort by Area

*Tenured/Tenure-track:* 40% Research, 40% Teaching & Scholarship of Teaching, 20% Service

*Non-Tenure Track:* 70% Teaching & Scholarship of Teaching, 30% Service

Teaching Load

Tenured and tenure-track faculty with the allocation specified above will teach two (2) courses per semester in the fall and spring semesters for a total of 4 courses per academic year. Non-tenure track with the allocation specified above will teach a total of seven (7) courses per academic year (e.g., 3 fall/4 spring or 4 fall/3 spring). The load for both T/TT and NTT can be adjusted up or down depending on field experience responsibilities, administrative duties, service load, and other factors. All faculty are expected to contribute service to the school, university, profession and community.

Course Buy-out for Research, Teaching and Service

All course buy-outs must be approved by the Executive Associate Dean. Faculty cannot buy out more than two (2) courses per academic year. When faculty receive approval for a course buyout, the percentage of effort (10% per course) is reallocated into the appropriate areas (research or service). Faculty should note these adjustments in the personal statement prepared for their faculty annual review.

*Approved by IUPUI Faculty and Budgetary Affairs, December 3, 2012.*