



## Delaware State University Procedure

Title: <b>Determination of Faculty Teaching Loads</b>	Administrative Council approval date: 4/19/04
Related Policies and Procedures: Collective Bargaining Agreement	

Each faculty member is encouraged to use the Release Time provisions of the Collective Bargaining Agreement to the extent it is supported by the Department's budget and of mutual benefit to the University and the faculty member. To the extent possible, the University would like to have up to 10% of each Department's total annual basic teaching load spent in this way. Each Chair (in consultation with faculty) will develop a process for equitable opportunity for participation. However, Release Time is not a requirement for any individual faculty member; the basic workload for current faculty will remain at 24 hours per academic year.

The use of Release Time is encouraged in order to provide time for the following:

- Engage in significant research and/or establish a laboratory in which such research will be conducted;
- Write major grant proposals for submission to external funding agencies and/or foundations;
- Engage in significant professional publication or creative activity in areas related to their fields of specialization;
- Engage in significant community activities such as participating as members of national or statewide advisory panels.

The failure of current faculty members to engage in research, grant writing, creative activity, professional publication, community service or professional service may be treated negatively in any future decision concerning tenure, promotion, or merit pay. However, the failure of current faculty members to request Release Time for such activities will not be treated negatively regarding tenure, promotion, or merit pay.

Overloads will be assigned in the following order: Tenured and Visiting faculty shall be given preference for available undergraduate and graduate courses for which they are available and qualified. Based on their belief that they would be better served by pursuing activities that will enhance their ability to obtain tenure, tenure-track, but non-tenured, faculty may teach overloads only at the specified request of the appropriate Dean. Research and non-tenure track faculty may not be assigned overloads.