

Faculty Assignment of Duties Guidelines – Effective Fall 2008

1. Official Enrollments

Credit units (CUs) are based on official 10th day enrollments for the Fall and Spring terms, 5th day enrollments for the Summer sessions. In limited circumstances, such as special courses offered through the School of Continuing Education and other courses not based on the traditional calendar, 1st day enrollments may be used.

2. CU Assignments for Lecture/Laboratory Courses

- 2.1. For courses without a laboratory or studio component, credit units are equal to the number of class hours per week (during a regularly scheduled Fall or Spring course).
- 2.2. For courses with a laboratory or studio component, credit units are equal to the number of class hours per week (during a regularly scheduled Fall or Spring course) plus 0.75 times the number of laboratory or studio hours per week (during a regularly scheduled Fall or Spring course). Except for adjustments as provided in guidelines 3–6 and except for courses with special needs and circumstances as provided in guideline 13, the total credit units may not exceed the number of course credit hours plus 1.
- 2.3. For combined classes (i.e., when two or more classes meet jointly), the credit units assigned are equal to the credit units that would be assigned to a single class with the combined enrollment. A large enrollment adjustment (see guideline 4 below) will apply if the combined enrollment is sufficiently large.
- 2.4. When two or more sections of a course meet jointly for lecture but separately for laboratory/studio hours, the credit units assigned are calculated separately for the lecture component and the laboratory/studio component. A large enrollment adjustment (see guideline 4 below) will apply if the combined enrollment of the lecture component is sufficiently large.

3. Writing-Centered Adjustment

Courses which (i) have been classified by the Council on Academic Affairs (CAA) as writing-centered and (ii) have a minimum enrollment of 18 students (1000-level courses, excluding honors courses) or 15 students (1000-level honors courses; 2000-level courses and above) will receive an adjustment of 1.0 credit units in addition to the credit units assigned under guideline 2. If the CAA has not specified whether a course is writing-centered, writing-

intensive, or writing-active, then a course in which students learn the principles and the process of writing may receive the writing-centered adjustment only with the approval of the Provost.

4. Large Undergraduate Enrollment Adjustment

The credit unit assignments for lecture/discussion courses (or the lecture component of courses with laboratory/studio hours) with official enrollments of at least 50 students will receive a large enrollment adjustment. The following table shows the total CUs assigned to lecture components in the absence of any other adjustments.

| Lecture Contact Hours | Number of Students Officially Enrolled | | | | | | | | | | |
|-----------------------|--|-------|-------|-------|-------|-------|---------|---------|---------|---------|------|
| | <50 | 50-59 | 60-69 | 70-79 | 80-89 | 90-99 | 100-109 | 110-119 | 120-129 | 130-139 | 140+ |
| 1 hr | 1.0 | 1.1 | 1.2 | 1.3 | 1.4 | 1.5 | 1.6 | 1.7 | 1.8 | 1.9 | 2.0 |
| 2 hrs | 2.0 | 2.2 | 2.4 | 2.6 | 2.8 | 3.0 | 3.2 | 3.4 | 3.6 | 3.8 | 4.0 |
| 3 hrs | 3.0 | 3.3 | 3.6 | 3.9 | 4.2 | 4.5 | 4.8 | 5.1 | 5.4 | 5.7 | 6.0 |
| 4 hrs | 4.0 | 4.4 | 4.8 | 5.2 | 5.6 | 6.0 | 6.4 | 6.8 | 7.2 | 7.6 | 8.0 |
| 5 hrs | 5.0 | 5.5 | 6.0 | 6.5 | 7.0 | 7.5 | 8.0 | 8.5 | 9.0 | 9.5 | 10.0 |

5. Large Graduate Enrollment Adjustment

The credit unit assignments for courses numbered 5000 and above with official enrollments of 10 or more graduate students will receive a graduate enrollment adjustment. The following table shows the additional CUs assigned to courses with graduate student enrollments.

| Number of Graduate Students Officially Enrolled | | | |
|---|---------|----------|------------|
| 1-9 | 10-29 | 30-39 | 40 or more |
| No adjustment | +1.0 CU | +1.5 CUs | +2.0 CUs |

The total CUs assigned to any individual graduate course may not exceed 5.0 CUs. The graduate enrollment adjustment does not apply to independent studies, thesis supervisions, internships or other individualized studies. The graduate enrollment adjustment does not apply to courses numbered below 5000.

6. Technology-delivered Adjustment

In accordance with Article 6.11.g. of the *EIU-UPI Unit A Agreement* and Article 6.1.m.(7) of the *EIU-UPI Unit B Agreement*, sections normally assigned 3.0 CUs and less that are technology-delivered receive an adjustment of 0.5 CUs, and sections normally assigned more than 3.0 CUs that are technology-delivered receive an adjustment of 1.0 CU.

7. Shared Teaching and Team Teaching

7.1. Shared teaching assignments occur whenever a course has multiple instructors from the same department or whenever a non-interdisciplinary course has multiple instructors.

The total credit units assigned for a shared-teaching course will be the same as if the course had a single instructor. The credit units will be divided among the instructors proportionally to their assigned obligations for the course or as mutually agreed to by the faculty members involved and the Chair.

- 7.2. Team teaching assignments occur whenever an interdisciplinary course has multiple instructors from multiple departments. Each instructor will receive a percentage of the credit units normally assigned to the course as indicated in the following table.

| | | | |
|---|-----|-----|-----------|
| Number of instructors | 2 | 3 | 4 or more |
| Percentage of CUs assigned to each instructor | 75% | 60% | 50% |

8. Tutorials

- 8.1. Courses with very low enrollments (1–5 students for an undergraduate course, 1–3 students for a graduate course) may be offered on a tutorial basis. The decision to offer a course on a tutorial basis requires consultation by the Chair with the faculty member assigned to teach the course and approval by the Dean.
- 8.2. Credit units for a tutorial equal one-half of the CUs normally assigned to the course.
- 8.3. A faculty member will be assigned no more than one tutorial per semester. Additional assigned courses with tutorial enrollments will be assigned full CU allotments as described in guideline 2.

9. Supervisions

- 9.1. *Independent Study and Independent Research.* Except for special circumstances established under guideline 13, credit units for independent study and independent research supervision equal 0.10 CUs per student credit hour.
- 9.2. *Honors Thesis.* Credit units for supervising a three-credit-hour honors thesis equal 0.50 CUs.
- 9.3. *Graduate Thesis.* Credit units for graduate thesis supervision equal 0.20 CUs per student credit hour.
- 9.4. *Internships.* Except for special circumstances established under guideline 13, credit units for internship supervision equal 0.10–0.20 CUs per student intern, depending on the number of faculty visits, distance from campus and amount of supervision required. The actual allocation will be recommended by the Chair and approved by the Dean. Faculty members who receive credit units as departmental program coordinators and who are assigned student interns as part of their coordinator duties do not receive additional CUs for internships under this guideline.

- 9.5. *Graduate-student instructors.* Credit units for supervising a graduate student who is teaching an undergraduate class equal one-tenth of the CUs normally assigned to the class.
- 9.6. *Student teaching.* Credit units for student teaching supervision are established using guideline 13. Faculty members who receive credit units as departmental program coordinators and who are assigned student teachers as part of their coordinator duties do not receive additional CUs for student teaching supervision under this guideline.

10. Academic Advising

The following table shows the credit units assigned for academic advisement of current active students.

| Number of Advisees | CUs per semester | CUs per academic year |
|--------------------|------------------|-----------------------|
| 21–40 | 0.5 CUs | 1.0 CU |
| 41–60 | 0.75 CUs | 1.5 CUs |
| 61–80 | 1.0 CU | 2.0 CUs |
| 81–100 | 1.25 CUs | 2.5 CUs |
| 101–120 | 1.5 CUs | 3.0 CUs |

No credit units are assigned for academic advisement of 20 or fewer students. Faculty members who receive credit units as departmental program coordinators and who are assigned student advisees as part of their coordinator duties do not receive additional CUs for academic advisement under this guideline.

11. Travel for Off-campus SCE Courses

Faculty who teach a regularly scheduled semester-long off-campus course for the School of Continuing Education will receive a travel stipend when the course requires one-way travel of more than 30 miles. The travel stipend is \$350 if the required one-way travel is between 31 and 75 miles, and the travel stipend is \$500 if the required one-way travel is more than 75 miles. This travel stipend is provided in lieu of credit units in accordance with Article 29.12 of the *EIU-UPI Unit A Agreement* and Article 25.13 of the *EIU-UPI Unit B Agreement*. Workshops and short courses do not qualify for this travel stipend.

12. Special Assignments

12.1. *University Committees.*

- Faculty Senate Chair – 3.0 CUs in Fall, 3.0 CUs in Spring
- Faculty Senate Recorder – 1.5 CUs in Fall, 1.5 CUs in Spring
- CAA Chair – 3.0 CUs in Fall, 3.0 CUs in Spring
- CASL Chair – 3.0 CUs in Fall, 3.0 CUs in Spring
- CFR Chair – 1.5 CUs in Fall, 1.5 CUs in Spring
- CGS Chair – 1.5 CUs in Fall, 1.5 CUs in Spring

COTE Chair – 1.5 CUs in Fall, 1.5 CUs in Spring
IACUC Chair – 1.5 CUs in Fall, 1.5 CUs in Spring
IRB Chair – 3.0 CUs in Fall, 3.0 CUs in Spring
Radiation Safety Officer – 1.0 CU in Fall, 1.0 CU in Spring, 1.0 CU in Summer
Laser Safety Officer – 1.0 CU in Fall, 1.0 CU in Spring, 1.0 CU in Summer
UPC Chair – 3.0 CUs in Spring

12.2. *Director Assignments.*

Director of Interdisciplinary Center for Global Diversity – 6.0 CUs in Fall, 6.0 CUs in Spring, 6.0 CUs (two-month contract) in Summer
Director of Women’s Studies – 6.0 CUs in Fall, 6.0 CUs in Spring, 3.0 CUs (one-month contract) in Summer
Director of Faculty Development – 6.0 CUs in Fall, 6.0 CUs in Spring, 6.0 CUs (two-month contract) in Summer
Director of the Reading Center – 4.0 CUs in Fall, 4.0 CUs in Spring
Director of the Writing Center – 4.0 CUs in Fall, 4.0 CUs in Spring, 3.0 CUs (one-month contract) in Summer
Assistant Director of the Writing Center – 4.0 CUs in Fall, 4.0 CUs in Spring

12.3. *UPI Leadership Positions.* Credit units for UPI officers and leaders will be allocated under terms agreed upon by UPI and the University in accordance with Article 20.3 of the *EIU-UPI Unit A Agreement* and Article 16.3 of the *EIU-UPI Unit B Agreement*.

12.4. *College-level and Department-level Assignments.* Credit units for Department-level assignments, including CU assignments for Library faculty, will be established and periodically reviewed and revised as provided in guideline 13.

College-level assignments in place at the time of implementation of the Revised CU Guidelines follow:

12.4.1. College of Arts and Humanities

Coordinator, Social Science Studies – 9.0 CUs pre academic year, 3.0 CUs (one-month contract) in Summer

12.4.2. College of Education and Professional Studies

Live Text – 3.0 CUs per semester
NCATE Advisor – 3.0 CUs per semester
Unit Assessment Chair – 2.0 CUs per semester

12.4.3. College of Sciences

MS for Natural Sciences Coordinator – 3.0 CUs (one month contract) in Summer

Pre-Legal Studies Coordinator – 6.0 CUs per academic year, 1.5 CUs (one half month contract) in Summer

12.4.4. Lumpkin College of Business and Applied Sciences - None

13. Courses with Special Needs and Circumstances

With respect to special credit units for department-level assignments, including those for Library faculty, for courses not covered elsewhere in these guidelines, and for courses with special needs or circumstances, the Provost and UPI Chapter President, in accordance with Article 6.5.a. of the 2006-2010 EIU-UPI Unit A Agreement and Article 6.1.i. of the 2006-2010 EIU-UPI Unit B Agreement, agree to the following procedure in lieu of the individual assignments that result.

13.1. *Timetable.* Credit units for department-level assignments, including those for Library faculty, for courses not covered elsewhere in these Guidelines, and for courses with special needs or circumstances will be reviewed and revised using a timetable established by the Provost in consultation with the UPI Chapter President. A review of the approved listings of special CU assignments shall occur during the fall semester of AY 2008-2009. The Provost may initiate additional reviews of these approved listings, but such reviews may not occur more than once per academic year except by agreement of the UPI Chapter President. The timetable for review of the approved listings for special CU assignments shall provide adequate time for the faculty in each department to submit recommendations not in agreement with those of the Chair (if any) and to express concerns with the approved listings for special CU assignments approved by the Provost (if any), as described in the process below.

13.2. *Role of the Chair.* The Chair will initiate the process for reviewing the approved listing for special CU assignments by distributing to the Department faculty a summary of existing special CU assignments along with any additions, deletions or revisions to those CU assignments recommended by the Chair and/or Dean. Using established Departmental procedures, faculty will have the opportunity to react and respond to the summary of special CU assignments and the recommended additions, deletions or revisions. This faculty consultation will also include the opportunity for a majority of the Departmental faculty to recommend further additions, deletions or revisions to the special CU assignments.

After consulting the Department faculty, the Chair will prepare a recommendation of the approved listings for special CU assignments for submission to the Dean. This recommendation will be distributed to the Department faculty. Any recommendations supported by a majority of the Department faculty that are not in agreement with the Chair's recommendation will be submitted to the Dean along with the Chair's recommendation.

13.3. *Role of the Dean.* The Dean will review each Chair's recommendation for the approved listings for special CU assignments and any faculty concerns that have been

submitted with the recommendation. The Dean may make adjustments in the recommendation in order to address faculty concerns or to ensure consistency in special CU assignments across the Departments in the College. The Dean will communicate any such adjustments in the recommendation in writing with his or her rationale to the Department. The Dean will submit his or her recommendation for all special CU assignments in the College to the Provost for final approval.

- 13.4. *Role of the Provost.* The Provost shall submit his or her approved listings for special CU assignments to the faculty in each department in the college. Should the faculty in any department express concerns with these approved listings through established Departmental procedures, the Provost, in consultation with the UPI Chapter President, shall consider possible adjustments in the approved listings for special CU assignments.
- 13.5. Any changes to a unit's approved listing for special CU assignments must be reasonable in consideration of the work required to perform each assignment, and are subject to Article 19, Grievance.
- 13.6. In accordance with Article 6.5.b. of the *EIU-UPI Unit A Agreement* and Article 6.1.i.(2) of the *EIU-UPI Unit B Agreement*, final approval for all special CU assignments rests with the Provost. In accordance with Article 6.10 of the *EIU-UPI Unit A Agreement* and *Article 6.4 of the EIU-UPI Unit B Agreement*, the reasonableness of any CU assignment is subject to Article 19, Grievance.
- 13.7. Nothing in the procedures for special CU assignments shall prevent the Provost from assigning special CUs; these assignments will be subject to review as described previously in these Guidelines.
- 13.8. A copy of the final approved list of special CU assignments, along with these guidelines, will be made available to all faculty members.