

Policy Regarding Scholarship Rating and Teaching Load

A faculty member who receives an unsatisfactory rating in Scholarship should prepare a written plan for improvement. The plan should be submitted to the Chair of the Department within one month upon being notified of such rating. It should explicitly indicate the steps the faculty member will undertake, including specific scholarly problems the faculty will work on and specific scholarly activities he/she will perform. She/he is expected to give seminar presentations on the subject of her/his study as well as seek collaboration with colleagues working in similar fields in and out of the Department. Within six months after submitting the plan, the faculty member should submit a written progress report.

If a faculty member receives an unsatisfactory rating in Scholarship for two consecutive years, he/she should be assigned an increased teaching load not to exceed the load specified by the Faculty Handbook. The faculty member may volunteer to teach four courses per semester. The Chair of the Department may, in consultation with the Policy Committee and the Peer Review Committee, waive the increased teaching load for another year if there is a strong evidence of recent clear and consistent increase in scholarly activity which did not yet warrant a satisfactory rating but will very likely result in such rating for the current year.

Ratings in Scholarship, Teaching, and Service should be considered as factors when assigning summer teaching. A faculty member with an unsatisfactory rating in one of the three categories may be eliminated from consideration for teaching summer courses.

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