

Longwood University Faculty Senate
PROPOSAL/POLICY COVER SHEET

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal:

Graduate Council

TOPIC: Amendments to the Faculty Policy and Procedure Manual regarding graduate faculty.

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal)

The members of the Graduate Council have been concerned that the faculty workload for faculty teaching graduate classes is not appropriately adjusted to allow the time for development of graduate-level instruction. The Graduate Council has reviewed the existing policy in the Faculty Policy and Procedure Manual and reviewed data regarding enrollment in graduate classes for the past few years. In addition, members of Graduate Council met with the English faculty to discuss their concerns.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

The Council proposes a change to the language regarding “Reduced Teaching Load” that reflects the recognition of graduate faculty workload to support graduate education and to allow for the equal rigor in graduate course offerings, regardless of the semester when offered.

The current policy states that graduate faculty are eligible for graduate teaching reassignment if they teach two or more graduate courses for a total of at least six credits per academic or calendar year. The policy specifies that these classes must meet the minimum enrollment of 5 students per graduate credit.

This policy does not capture the undergraduate/graduate split classes and does not clearly capture intersession or summer classes, which are included in the proposed policy.

Note that the proposed policy does not change the minimum enrollment standard of at least five students. Nor does the policy specify when the reassignment time would be provided.

The rationale for inclusion of undergraduate/graduate split classes is to ensure that the faculty are given reassigned time to provide the necessary academic rigor for the graduate level section of the split class. However, this will only apply when there are at least 5 students in the graduate section of the split class. (The English department had 7 split courses in fall 2012, with 2 exceeding 5 students).

The rationale for inclusion of intersession and summer classes is to clarify that the workload for teaching graduate courses during these terms should be reflected in considering the need for graduate teaching reassignment time. A number of Longwood's graduate programs offer substantial numbers of courses during the summer semester and this policy change will ensure that the time spent in preparation for these courses is appropriately recognized. Recognition of the summer courses toward graduate faculty load may create an incentive to have Longwood faculty teach these courses, reducing the potential for hiring adjunct faculty to teach in Longwood's graduate programs. A review of the intersession classes for 2010 – 2012 identifies that all faculty teach graduate classes during the academic year, thereby already having a workload reduction, so this policy would have had no impact. It appears that there were 15 classes in summer 2012 that could have had an impact on faculty workload.

In further recognition of the workload associated with teaching graduate level courses, and at the recommendation of numerous graduate faculty members, the Graduate Council recommends that faculty be paid for teaching a split class when the enrollment is less than 5. The formula for paying the faculty would be the same as that used for paying faculty to teach intersession or summer courses. In fall of 2012 there were 7 split classes with fewer than 5 students in the graduate section, for a total of 19 graduate students (1 CSDS, 5 English, and 1 Psychology).

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

Faculty workload is frequently identified as heavy at Longwood. This proposed change in policy will facilitate reassignment of faculty teaching graduate courses to allow a reduction in workload to allocate sufficient time to develop the instructional rigor required for a graduate-level course. The proposed policy to reimburse faculty for teaching a small number of graduate students in a split class, recognizes the additional workload that is required to provide these students with appropriate graduate-level instruction.

Date submitted to Senate Executive Committee for Consideration: _____

Action(s) Taken:

Date first read at Faculty Senate: _____

Action(s) Taken:

Date final action taken by Faculty Senate: _____

Final action(s) Taken: