

Jack, Joseph and Morton Mandel School of Applied Social Sciences  
Case Western Reserve University

Faculty Workload Policy

Tenured and Tenure Track Faculty

Faculty members in the Mandel School have six workloads. The teaching portion of the load for tenured and tenure track faculty is 15 credits in the academic year. One additional workload (3 credits or 16.7%) is for research and scholarship.

Faculty members are expected to contribute their fair share in advising students regarding the academic program and in serving on school and university committees. Also, faculty members are expected to contribute service in the broad community outside the university.

It is the policy of the Mandel School to relieve faculty members of teaching assignments when their research and/or service merit additional time to fulfill those responsibilities successfully. This policy is effected through the following practices with the expectation that each tenured and tenure track faculty member will teach at least 3 credits in the academic year.

1. Active Scholarship: One course buyout (3 credits) with the publication of at least three peer-reviewed articles or chapters, and/or one book in the calendar year prior to the workload year. For example, publications in calendar 2020 count towards a buyout in academic year 2022. The publications are to be scholarly works in the faculty member's field of academic study. Scholarship that is "in press" will not be counted.
2. External Funding: 15% of academic salary and fringe benefits per course.
3. Course release for Administrative work when the faculty member is **tenured** or in the **tenure track**.

<u>Administrative Position</u>	<u>Course Release</u>
Dean	4
Associate Dean for Academic Affairs	3
Associate Dean for Research and Training	1
Assistant Dean for Academic Affairs: Faculty	2
Chair of Doctoral Program	2
Chair of MNO Program	2
Director of Intensive Weekend Program	2
Director of Outcome Assessment	2
Assistant Dean of Diversity and Inclusion	1
Director of Project Go	1
Director of School Social Work	1
Director of International Education Programs	1
Chair of Steering Committee	1
Chair of Curriculum Committee	1

4. **Doctoral Student Supervision:** To recognize the significant work associated with guiding a doctoral student to successful defense of their dissertation prospectus, a faculty member earns one course release when they have served as the primary advisor for three students.
5. **Endowed Professorship:** Faculty members who hold an endowed professorship have a teaching load of three courses. They are eligible for each of the course buyout options listed above except item 1, active scholarship.