

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

Faculty Work Responsibility Policy
Tenured and Tenure Track Faculty
February 2, 2026

Tenured and tenure-track faculty enjoy certain privileges, which come with corresponding responsibilities. All tenured and tenured track faculty are expected to contribute to research, teaching and service as members of the academy. Faculty members are expected to carry an equitable share of responsibilities related to student mentoring, academic advising, and service on school and university committees. In addition, faculty are expected to contribute meaningful service to the broader community and profession beyond the university.

Faculty members in the Mandel School have six workloads (18 credits). The teaching portion of the work responsibilities for tenured and tenure track faculty is 15 credits because one workload (3 credits) is allocated by the school to support research scholarship for tenured and tenure track faculty.

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 implemented 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. All tenured and tenure track faculty have the option to reduce teaching responsibilities to support funded research projects. This reduction rate is set at 15% of the faculty member's salary (including fringe).
2. One course reduction (3 credits) is given with the publication of at least three peer-reviewed articles or book chapters, and/or one scholarly book in the calendar year prior to the workload year. Scholarship that are published or in press will be **counted only once**.
3. All T/TT and NTT faculty may agree to take on significant administrative duties which are accompanied by the following designated course releases:

<u>Administrative Positions held by Faculty</u>	<u>Course Release</u>
Vice Dean for Academic and Faculty Affairs	3
Associate Dean for Research and Doctoral Education	2
Associate Dean for Student Services and Academic Affairs	2
Chair of MSW Program	2
Chair of MNO Program	1
Chair of Steering Committee	1