



Missouri State
U N I V E R S I T Y



Department of Media, Journalism, and Film

Research Active Designation

COURSE RELEASES

In most cases, course releases are granted to faculty members deemed “research-active.” The department head determines whether faculty members are research-active during the annual performance review early each calendar year by assessing their involvement in research activities recognized in the department’s RPT guidelines. In order to be considered “research-active,” a faculty member must demonstrate an ongoing and active research agenda by documenting at least one research presentation or publication submission per academic year and by documenting, within a period of three consecutive academic years, completion of at least one research product recognized in the department’s RPT guidelines (peer-reviewed book, refereed journal article, book chapter, creative film or television program, and other similar documentable progress in research including recurring activity on contracted book, article and/or program).

Course releases may also be used to recognize or compensate prior work done on a recurring basis (multiple independent studies, high-enrollment courses, heavy advising loads, etc.), work on specific projects deemed important to the department (accreditation, program review, etc.), or previously unremunerated overloads. In rare cases, course releases may also be used as incentives to encourage faculty members to jump-start dormant research agendas.

Factors that may warrant course releases include:

Research

- Status as tenure-track faculty
- Research-active status as determined by department head
- Resumption of a dormant research agenda

Service

- Higher than expected overall engagement in service
- Unusually high number of service commitments

- Substantial leadership role on a major committee (e.g. Faculty Senate chair)
- Coordination of major service or outreach projects (cumulative)

Teaching

- Development of a new online course or iCourse or other major course redesign (when not otherwise compensated)
- Teaching several independent studies courses (cumulative, after 10 students)
- Teaching a number of high-enrollment courses (cumulative, head's discretion)
- Advising more than department head designated amount of students
- Prior uncompensated teaching overload

Administrative/Other

- Engaging in grant-related duties (when time is bought out)
- Service as section coordinator (cumulative, every fourth semester)
- Authoring major reports, such as accreditation reports, self-studies, etc.
- Other tasks or duties as requested by department head and approved by the dean

Workload Policy

I. GENERAL GUIDELINES

- During the annual performance review process early each calendar year, the department head consults with each faculty member to determine the mix of teaching, research, and service that will constitute his or her workload. The key considerations in the determination of workload are institutional parameters, the needs of the department, and the faculty member's talents and interests.
- Although each faculty member should have a full and fair workload, the relative amounts of teaching, research, and service may vary as faculty move through different stages in their careers.
- At the same time, the needs of the department may also vary over time. The department retains the right to call upon faculty members to fulfill teaching and service roles they are qualified to fulfill, if and when a sufficient need arises.
- University policy establishes a full workload as 30 equated hours distributed over the two semesters of an academic year. That totals consist of 24 equated hours of teaching (four three-hour courses per semester) and six equated hours (three hours per semester) for 'time assigned to activities that are equivalent to credit hours of teaching,' understood by MJF to designate, in most cases, scholarly research and creative activity.
- Consistent with University policy, the default teaching load for faculty is 12 equated hours per semester, i.e. a 4-4 load. Teaching also includes advising responsibilities, which should be spread evenly among full-time faculty in a section.
- Subject to approval by the dean, the department head may grant course releases for reasons other than research, such as administrative duties or assistance with specific departmental priorities and initiatives. (See Section IV below.)

- Activities which result in extra compensation (such as overload pay) are not generally considered in the calculation of workload or eligibility for course releases.
- Consistent with University policy, any work a faculty member agrees to perform that exceeds his or her agreed-upon workload must be compensated in a manner agreeable to the faculty member, the department head, and the dean (e.g. overload pay, release time, extra travel money, stipend, etc.). The terms of such compensation must be negotiated in advance, i.e. before engaging in additional duties. (See Section IV below.)
- Per *Faculty Handbook* Chapter 13, any faculty member found to be neglecting or refusing to perform any part of his or her teaching, research, or service duties may be subjected to administrative sanctions (see also *FH 13.22*, *FH 14.5*).

II. CATEGORY-SPECIFIC GUIDELINES AND DEFINITIONS

TEACHING

- Default load for full-time faculty is 4/4 (ideally two preps per semester, not more than three unless absolutely unavoidable)
- Load for tenure-track faculty and other “research-active” tenured faculty is 3/3 (ideally two preps per semester, but 3 may be unavoidable)
- Supervising 20 or more advisees is part of a regular teaching load for full-time faculty

RESEARCH

- Three equated hours are awarded per semester as reassigned time for research to faculty members with “research-active” status, resulting in a 3-3 load.
- For “research-active” status, a faculty member must demonstrate an ongoing and active research agenda by documenting at least one research presentation, creative activity, work on an ongoing research project, or publication submission per academic year and by documenting, within a period of three consecutive academic years, completion of at least one research product recognized in the MJF department’s RPT guidelines (peer-reviewed book, refereed journal article, book chapter, creative film or television program, and other similar documentable progress in research including recurring activity on contracted book, article and/or program).
- If a faculty member fails to complete a qualifying research product and/or recurring activity on contracted product in a three-year period, he or she may lose “research-active” status. His or her teaching load could revert to 12 equated hours per semester until he or she completes a qualifying research product or shows documented progress to that end (conference presentation and draft of article, review and/or program).

SERVICE

- All faculty are expected to engage in service to the department, college, institution, community, profession, etc., as part of a full and fair workload. Consequently, no faculty member is exempt from the university service requirement.

- Service includes discipline-related service to the community, profession, university, college, and department not counted under teaching or research on annual performance and/or promotion and tenure reviews.
- Service includes discipline-related outreach activities not counted under teaching or research on annual performance and/or promotion and tenure reviews.
- Service which is neither discipline-related nor connected to the profession, university, college, and department may be counted only by agreement with the department head.

ADMINISTRATIVE

- Includes key roles in departmental administration (e.g. section coordinator) and other administrative activities, such as assessment or accreditation report writing.
- Administrative tasks may be counted under service for the purposes of annual performance and/or promotion and tenure reviews.

III. TYPICAL WORKLOAD PROFILES

By taking into consideration factors such as rank, years in rank, tenure status, research-active status, service engagement, etc., a number of typical workload profiles can be identified. The following sample profiles reflect common 15-equated-hour workloads. They are meant to serve as examples and should be thought of as starting points rather than prescriptive frameworks in the workload determination process.

Tenured Faculty (not research-active)

Teaching	Research	Service
12 equated hours	0 equated hours	3 equated hours
4 courses (2-3 preps)	--	

Tenured Faculty (research-active)

Teaching	Research	Service
9 equated hours	3 equated hours	3 equated hours
3 courses (2-3 preps)	Research-active status	

Tenured Faculty (not research-active with administrative duties)

Teaching	Research	Service	Administrative
6 to 9 equated hours	0 equated hours	3 equated hours	3 to 6 equated hours
3 courses (2-3 preps)	--		

Tenure-Track Faculty (research-active)

Teaching	Research	Service
9 equated hours	3 equated hours	3 equated hours
3 courses (2-3 preps)	Research-active status	

Tenure-Track Faculty (research active with administrative duties)

Teaching	Research	Service	Administrative
6 equated hours	3 equated hours	3 equated hours	3 equated hours
2 courses (2 preps)	Research-active status		

Senior Instructor

Teaching	Research	Service
12 equated hours	0 equated hours	3 equated hours
4 courses (2-3 preps)	--	

Instructor

Teaching	Research	Service
12 equated hours	0 equated hours	3 equated hours
4 courses (2-3 preps)	--	

Instructor (with administrative duties)

Teaching	Research	Service	Administrative
6 to 9 equated hours	0 equated hours	3 equated hours	3 to 6 equated hours
3 courses (2-3 preps)	--		

Per-course Instructor

Teaching	Research	Service
Max of 6 equated hours	0 equated hours	0 equated hours
2 courses (1-2 preps)	--	--

IV. OTHER CONSIDERATIONS AFFECTING WORKLOAD DETERMINATION

OVERLOADS

In case of departmental need, a full-time faculty member may offer or be asked to take on assignments in excess of his or her agreed-upon workload for a given semester. Typically, an overload results from a teaching assignment that exceeds four sections, but in rare cases teaching assignments of four or fewer classes, in conjunction with higher than normal loads in research and/or service, might also be justly considered overloads and should be treated as such. Faculty members are not obligated to teach overloads and are not entitled to them. Once the head and a faculty member have agreed upon the terms of an overload, the proposal, including the form of compensation, must be approved in writing by the dean. Overloads, especially those relating to teaching, are generally compensated through overload pay at the rate stipulated in the Faculty Handbook. However, other forms of compensation, such as a course release in a subsequent semester, additional travel funding, or a summer stipend, may also be negotiated.

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