SEAS POLICY AND PROCEDURE # 2011.2

Title: SEAS Teaching Policy and Guidelines for Tenured and Tenure-Track Faculty

Contact office
Office of the Dean
School of Engineering and Applied Science
PO Box 400246
University of Virginia
Charlottesville, VA 22904-4246
p. 434.924.3593
f. 434.924.3555
email. seas@virginia.edu

Applies to
School of Engineering and Applied Science tenure and tenure-track faculty.

Reason for policy

Policy Statement
The following guidelines shall be used by the School of Engineering and Applied Science department chairs in the assignment of teaching duties to tenured and tenure-track faculty (hereinafter referred to as “faculty members”).

1. The department chair is responsible for all decisions concerning courses to be offered, the number of courses assigned to a particular faculty member, the assignment of faculty members or other instructors to courses, the scheduling of courses, and for ensuring that the courses meet as scheduled.

2. All faculty members are expected to teach upper and lower-division undergraduate courses, including SEAS core (ENGR) courses and Applied Mathematics (APMA) courses, as needed.

3. All faculty members are expected to teach upper and lower-level graduate courses, as needed.

4. All faculty members are expected to supervise undergraduate students for their senior thesis, in capstone courses or independent projects.
5. All faculty members are expected to advise graduate students.

6. A faculty member who is not engaged in externally sponsored research is expected to teach six courses per academic year. The teaching load may be altered by the department chair each semester based on such extenuating circumstances as an exceptionally high advising load, unusually demanding committee or administrative assignments, new hire or junior faculty member, significant service to one’s profession, number of student credit hours taught, research proposal preparation, or significant scholarly research activities, as evidenced by activities such as publication of books or peer-reviewed articles.

7. A faculty member engaged in externally sponsored research is expected to teach at least three courses per academic year. The teaching load may be altered by the department chair each semester based on the faculty member’s external funding, amount of academic year salary supported by external funding, number of graduate students advised, number of student credit hours taught, or other extenuating circumstances.

8. Adherence to the Teaching Load Policy on the part of each department will be reviewed annually by the dean and the department chair as part of the annual faculty performance appraisal process to ensure consistency with this policy.