

Department of Modern and Classical Languages
Course Assignment Guidelines

These guidelines are intended to maximize the efforts of fulltime faculty (both tenure track and Lecturers) in support of the general departmental expectations in the areas of teaching, research and service. The expectations are that tenure track faculty members are first and foremost dedicated and effective teachers, also have an active research agenda leading to publications, and are engaged in service duties on the divisional, departmental, college, university, professional and community levels. Fulltime Lecturers are focused on the teaching and service aspects of the above.

The normative teaching load for a tenure track faculty conducting research at the level indicated in the Departmental Rank and Tenure Procedures and Criteria is 15 contact hours per academic year. For tenured faculty or Lecturers focused on teaching and service, 24 contact hours per academic year is the norm.

A contact hour beyond the normal meetings of a course is defined as an additional weekly scheduled meeting with the students of that course. This may occur with the entire course in a lab or classroom setting. It may consist of part of the class or be with an individual student. It is expected that each student in a course will have an additional contact with the instructor per week. The contact hour so defined is limited to the courses leading up to and including 415 (416 in Spanish). Exceptions need to be approved by the Chair.

Given that the Department has a number of courses with four contact hours per semester, the parameters indicated are to be applied flexibly. If, for example, a full-time, tenure track faculty member teaches 14 contact hours in a given academic year, then s/he owes the Department one contact hour of teaching in another academic year. Vice-versa, contact hours may be “banked” in order to teach less than 15 or, in the case of a Lecturer, 24 in a given academic year.

Should a class be cancelled for the semester, the faculty member scheduled to teach that class will either be assigned to another class in that semester or the teaching responsibility will be deferred to a future semester.

Contact hour releases exist under the following circumstances:

- In consultation with the Chair and the appropriate General Division Coordinator, new tenure track faculty may take up to six contact hours of release during their pre-tenure period. These may be taken in the same semester.
- Three contact hours of release exist per academic year at the time of this document for the following administrative functions: Director of the French Graduate Program, Director of the Spanish Graduate Program, and Division Coordinator of French. Six contact hours of release exist per academic year for Division Coordinator of Spanish, beginning in fall 2010. Others may need to be added at a later date.
- For level coordination with at least one full-time colleague, adjunct or TA, the Level Coordinator will receive one contact hour of credit that may be applied toward reducing the teaching load in another semester.
- The Chair may assign one to three contact hours of release to a faculty member for a special departmental service initiative (e.g. new program development, immersion weekend) or professional responsibility (e.g. president of a national or international organization).
- A MCL faculty member involved in team teaching a course with a colleague in the Department or in another discipline should negotiate the contact hours of credit with the Chair.
- For the purposes of maximizing research in order to bring a particular scholarly project to conclusion, the Chair may grant a negotiable number of contact hours of credit in a given academic year, but not more than three. The productivity of a research-based reduction is measured in publications and reflected in a future faculty member’s Annual Report. The level of productivity as the result of a

course release should lie above the level elaborated in the Departmental Rank and Tenure Procedures and Criteria. Although external funding is important in advancing research productivity, only published results are a true measure of that productivity.

- For each Final Research Paper directed in the Department's Graduate Programs, the faculty member will receive one contact hour of release that may be applied toward reducing the teaching load in another semester.

- Mentoring students in order to prepare them for presenting a paper at the Department's Annual French and Spanish Graduate-Undergraduate Student Symposium counts as one contact hour within the framework of a particular faculty member's teaching assignment provided the following conditions are fulfilled:

- three such students are mentored in a given academic year;
- the total amount of time spent with the three students amounts to 30 to 45 hours;
- this time involves such things as weekly meetings with students, correcting drafts, practicing oral delivery, and email communication;
- the colleague clocks this time in some organized fashion and reports it as part of the Annual Activity Report.

All contact hour credit resulting in course releases is subject to the teaching exigencies of the Division in question and is not automatic for the semester requested.

Given the teaching emphasis of the Department, the teaching load should ordinarily not drop below 12 contact hours per academic year with the exception of new tenure track faculty taking their six contact hours of release in one semester. Sabbaticals are another exception in this regard. During the teaching semester of an academic year in which a sabbatical or any other type of leave is taken, the faculty member is normally expected to teach nine contact hours although "banked" contact hours may be applied toward those nine hours to reduce them by a maximum of three.