

University of Delaware
Joseph R. Biden, Jr. School of Public Policy and Administration
FACULTY WORKLOAD POLICY

1. The Joseph R. Biden, Jr. School of Public Policy and Administration has interdisciplinary missions in undergraduate and graduate education, research, and public service. It is expected that substantial contributions, which meet the standards set forth in the Promotion and Tenure Policy of the School, will be made by each member of the faculty in these areas of activity.

2. The typical assigned workload for tenure-track and tenured faculty with primary appointments in the School is 50% teaching, 40% research, and 10% service. Continuing-track and other contract faculty shall be assigned workloads consistent with their contract. Annual appraisals and all faculty reviews—including peer reviews, promotion and tenure reviews, and post-tenure reviews—will be weighted as per a faculty member’s actual assigned workload(s) over the period under review.

3. In meeting these responsibilities, faculty are expected to:

3.1 Contribute to the teaching mission of the School through course instruction (including special problems and practicums), advisement, supervision of student research, course and academic program development, and when appropriate participation on capstone, thesis, and dissertation committees. Per the Faculty Handbook, twelve credit contact hours of teaching (four three-credit courses) per week per semester constitutes a 100% workload. Therefore, teaching a three-credit course constitutes 12.5% effort. Also per the Faculty Handbook, the Instructional Workload Metric in the Appendix to this policy shall apply to supervising (i.e. chairing) master’s theses and doctoral dissertations.

3.2 Contribute to research productivity of the School through scholarly activities that include the authoring of books and refereed articles, presentation of papers at professional conferences, preparation of research proposals, and supervision of sponsored research. These contributions must meet the standards set forth in the Promotion and Tenure Policy of the School.

3.3 Carry out School, University, professional, and community service activities, including committee memberships, School, University or professional offices, and special assignments.

3.4 For contract faculty, be involved in furthering the School’s external public service responsibilities, including but not limited to conducting applied research and providing technical assistance relevant to community groups, nonprofit organizations, and governments.

4. After consultation with the faculty member, the Dean of the School may assign alternative workloads as long as such assignments are consistent with the Collective Bargaining Agreement and University policies and procedures. This applies to tenured, tenure-track, and contract faculty. Alternative workloads may be assigned to allow faculty members to emphasize

scholarship or teaching, or to take on a substantial service obligation. An emphasis on scholarship might include, but is not limited to, supervising sponsored research on a major grant, or completing a book that has been contracted with a university press. A substantial service obligation might include, but is not limited to: directing an academic program or research center, accepting a substantial University or School governance or committee assignment, serving as chair or president of a professional association, or editing a peer-reviewed journal.

Approved by College of Urban Affairs & Public Policy faculty 4/9/91

Updated 4/20/00

Updated and passed 9/27/2006

Updated and passed 4/16/2021

APPENDIX: INSTRUCTIONAL WORKLOAD METRIC

ACTIVITY	CREDIT/CONTACT HOUR EQUIVALENT
3 credit course	3 per semester
Master's Thesis (chair only) (UAPP 869)	1 in semester in which thesis is completed
Doctoral Dissertation (chair only)	2 in semester in which dissertation is completed