

## **Department of Anthropology Teaching Load and Course Release Policies** (revised and presented to ANTH faculty on 1/30/25)

Expected teaching load over two semesters in an academic year for tenure-track faculty is 2 courses per semester (2/2) with courses distributed across the undergraduate and graduate levels and including higher-enrolling and smaller seminar style classes. The standard teaching load for a clinical professor is 2/2; for a teaching professor 2/3, and for an instructor 3/3. Modifications to the expected teaching load requires approval by the head and will be based upon departmental needs. Requests for a course release must be submitted by November 1st of the preceding academic year and will be reviewed and ranked by the Faculty Advisory Committee. The number and timing of internally awarded leaves will be at the discretion of the Head but is not likely to exceed two in a given academic year. Reductions in teaching will be considered under the following circumstances.

- 1) Faculty who have taught cumulative instructional units (IUs) exceeding 900 in a given academic year are eligible to request a one-course release in a subsequent semester. (For faculty with reduced appointments in Anthropology [75%; 25%], the IU threshold will be reduced proportionately.)
- 2) Faculty managing grants with Indirect Cost Recovery (ICR) returns to the department greater than \$15,000 are eligible to request a one-course release.
- 3) Faculty managing grants generating two RA appointments for high-priority graduate students in Anthropology are eligible to request a one-course release.
- 4) Faculty eligible to receive competitive internal UIUC fellowships or Humanities Release Time awards that provide funds to the department for course release are eligible for course release according to the conditions of the fellowship.
- 5) Faculty in the Department of Anthropology are eligible to apply internally for a course release to enable the completion of a specific task related to their research and publication program.
- 6) Faculty applying for grants and fellowships that provide funds explicitly for salary replacement or course buyouts, should consult with the Head to determine the appropriate rate (figured as a percentage of base salary) and for approval of the potential course release.
- 7) Course release arrangements for faculty appointed to administrative positions on campus providing teaching replacement funds are subject to approval by the Head.
- 8) Course releases that are awarded as part of recruitment or retention offers (such as the two course releases offered to incoming junior faculty, usually taken in tenure track 4<sup>th</sup> year ) are independent of this extra course release request system. Such course releases do not have to be applied for, or meet any of these 1-7 incentive requirements, nor do they expire.

These course release opportunities cannot be combined for more than 2 course releases in a given academic year. Additional release will require alternative buyout arrangements and are subject to the approval of the head.

Faculty with teaching loads reduced through these policies should plan their remaining teaching to include at least one lower-level (100- or 200-) and/or general education requirement-fulfilling course.

Tenure-track faculty with teaching loads reduced through these policies will retain all advising and service responsibilities in the department.

Team teaching: to encourage innovation in our curriculum and our continued development as

instructors, faculty can propose to team teach courses as part of their standard teaching load. As part of a standard teaching load, one course per year can be team-taught.

Minimum enrollments: Courses are expected to meet the following minimum enrollment thresholds to “count” as fulfilling a faculty member’s teaching load: 100-level classes (25); 200-level classes (15); 300- and 400-level classes (10); 500-level classes (6). In the event of a class not meeting the enrollment threshold, the course may be cancelled and/or the faculty member may take on additional teaching or other curricular responsibilities equivalent to a course. This will be determined at the discretion of the Head and in consultation with the Director of Undergraduate Studies or the Director of Graduate Studies.

Anth X99 or 515 courses are exempt from these enrollment thresholds if being offered for the first time. If such a course is to be offered regularly, the formal course approval should be initiated as soon as possible. Guidelines and appropriate forms are available on the department website under “LAS Teaching/Course Resources” at <https://anthro.illinois.edu/resources/faculty-staff-resources>

#### Campus Enrollment Policy

The Provost’s “six-ten policy” is an annual review of course enrollments to ensure the Academic Catalog has an accurate listing of available courses. If average enrollment for the last two successive offerings of a course is below 6 for a 500 level seminar, or fewer than 10 for 100-400 level courses, or a course is not offered with the last 3 years, it will be subject to the 6-10 policy. See <https://provost.illinois.edu/policies/policies/courses/deactivating-and-reactivating-courses/>

Service in Excess (SIE) Policy: Service in Excess of 100% payments (SIE) are temporary paid appointments for overload teaching or for other special projects or assignments normally outside an employee’s routine responsibilities. These may include, for example, developing an online course in addition to full-time teaching, or an appointment to the Carle-Illinois College of Medicine. SIE cannot be paid while on a course release. Approvals must be obtained from the Department Head (and, in some cases, deans or their designees) of both the home unit and the requesting unit prior to services being performed.

Reviewing this policy: This policy will be reviewed for renewal or amendment in three years. Factors to consider for renewal or amendment include its impact through positive increases in grant productivity/ICR, trends in departmental IUs and majors, and the transparency and equity of the administration of the policy.

#### Specialized (non-TT) faculty.

Instructors: Specialized faculty appointed to the instructor track have the majority of their appointment dedicated to teaching. The standard teaching load for an instructor is 3/3 with the expectation that the teaching assignments will not exceed more than 4 individual course preparations in a single academic year, and that one of the courses may be replaced by other contributions to the curriculum, subject to the approval of the head.

Teaching Professors: Specialized faculty appointed to this track have the majority of their appointment dedicated to teaching, with the expectation of additional effort devoted to their

professional development related to the theory and practice of teaching. The standard teaching load for a teaching professor is 2/3 with the expectation that the teaching assignments will not exceed more than 4 individual course preparations in a single academic year, and that one of the courses may be replaced by other contributions to the curriculum, subject to the approval of the Head.

Clinical Professors: Specialized faculty appointed to this track have the majority of their appointment dedicated to teaching, with the expectation that their teaching is informed by continuing applied research and service activities connected to their area of specialization. The standard teaching load for a clinical professor is 2/2.