

**Department of East Asian Languages and Literatures  
Tenure-Track Faculty Professional Responsibilities**

**I. Preamble**

Tenure-track faculty (TTF) are expected to attain—and maintain—a full spectrum of accomplishments in research, teaching, and service. They are evaluated according to the rigorous academic standards typical of other major American research universities. The occupational security and flexibility that TTF enjoy reflects the combination of a sustained, disciplined effort and the intellectual freedom indispensable to the creation and dissemination of new knowledge, which is the cardinal mission of any research university.

**II. Workload expectations for TTF**

Besides teaching their courses and guiding students in other ways, TTF should be engaged in research, scholarship, or creative activity during the academic year. Service duties increase significantly with each advance in rank. As a rough guideline, full-time TTF should spend 40% of their effort on research, 40% on teaching, and 20% on service over the academic year. Individual workload assignments should reflect a realistic balance of duties consistent with the criteria for review.

**A. Research**

Tenure-track faculty are expected to pursue an active program of research, scholarship, and/or creative activity appropriate to their professional qualifications, expertise, and evolving professional interests; and to disseminate the fruits of this effort to appropriate scholarly and lay audiences through publication and other forms of presentation. Individual faculty research programs are monitored, evaluated, and rewarded through established contract review, promotion and tenure, post-tenure review, and merit review processes, as well as through peer review following the national and international standards of the relevant scholarly disciplines.

## B. Teaching

**1. Standard course load.** The standard course load for TTF in the department is 5 courses of at least 4 credit hours each during the academic year. TTF are expected to be able to teach a full range of courses, from introductory undergraduate surveys through advanced graduate seminars, on both broad and specialized subjects. The importance of TTF contributions to the General Education curriculum, where a TTF's broad command of a scholarly field is especially valuable, should not be overlooked.

**2. Course revision.** TTF are expected to revise their courses as needed to incorporate advances in academic content and pedagogy, and to ensure that their courses continue to promote the learning outcomes of the departments and programs (including General Education) of which they are a part.

**3. Independent study courses.** In addition to the standard classroom course load, TTF frequently supervise students, both graduate and undergraduate, in independent study courses. In these courses, faculty members are expected to maintain standards of student work and student-instructor engagement appropriate to the awarding of academic credit. This topic is addressed further in section C4 below,

**4. Course load reduction.** These policies are described in section IV below.

**5. Team-teaching.** A course team-taught by two faculty members will typically count as half a course for each unless both contribute nearly full effort as part of a special educational opportunity for students. In the latter case, a team-taught course may count as a full course for each faculty member with the approval of the department or program head(s), and so long as the unit can meet its curricular and enrollment needs with existing resources. Generally, the faculty members' other teaching assignments should generate sufficient enrollments to compensate for any loss created by the team-teaching arrangement.

**6. Course load increase for unsatisfactory research productivity.** UO aspires to be a preeminent and innovative public research university. In order to fulfill this aspiration, all our tenured faculty members must be actively engaged in research and scholarship throughout their careers. This policy is intended to address concerns about research productivity after tenure, and the resultant workload equity issues, by providing

support for faculty and guidance for addressing unsatisfactory research productivity.

If concerns about research productivity arise or persist during any three- or six-year post-tenure review, and the Provost or their designee concludes that the faculty member's research productivity is unsatisfactory, the department or unit head will consult with the faculty member and recommend to the Provost a development plan for demonstrable improvement. The development plan can include mentoring or other support and suggest directions for research. It should include time lines and measurable goals for improved research productivity. The faculty member is responsible for regularly consulting with their department or unit head, who will provide guidance for the faculty member's efforts to attain development plan goals. Upon approval by the Provost or designee, the development plan will be implemented as soon as possible with the goal of reaching satisfactory performance by the next scheduled post-tenure review.

Should the Provost or designee conclude that the faculty member's research productivity remains unsatisfactory at the post-tenure review following the implementation of the development plan, the faculty member's standard workload may be adjusted to increase teaching and/or service. This gives the faculty member an opportunity to continue making a full-time contribution to the department's mission. The faculty member's workload reallocation should be recognized in the merit raise process with appropriate adjustments to the percentage of the merit raise determined by teaching and/or service. The department head will remain open to discussions with the faculty member about ways to support the faculty member in achieving their research goals, which may include future changes to teaching and service loads.

### **C. Advising and student contact**

**1. General advising expectations.** TTF are expected to advise and mentor students who take their courses insofar as this is considered a normal part of teaching any course. They may also be called upon to provide academic advising for students they have not taught in courses but who are enrolled in the degree programs for which they serve as faculty. They should be willing to write recommendation letters and serve as references for students whom they are qualified to evaluate on the basis of coursework or other contact.

**2. Office hours and student contact.** TTF should hold at least two office hours a week and be available by appointment during the terms in which

they teach. They should also make themselves reasonably available to students via email and/or other appropriate online media. Faculty who are not teaching but are in residence should hold office hours by appointment.

**3. Thesis and dissertation committees.** TTF should expect to serve as chairs or members of both undergraduate and graduate thesis and dissertation committees, as appropriate to their expertise, the nature of their academic unit, and the needs and interests of their students. When possible, assistant professors should be protected from chairing dissertation committees and other excessive graduate mentoring duties during their first contract-renewal review period.

**4. Graduate education.** Extensive advising and mentoring of graduate students, both inside and outside of formal classroom coursework, are a particular responsibility of TTF, and often inseparable from a TTF's own research program. In addition to writing recommendation letters and serving as references, TTF customarily assist their graduate students in applying for postgraduate positions and connecting them to appropriate professional development opportunities and networks in their fields.

#### **D. Service**

**1. Shared governance.** TTF bear significant responsibility for shared governance and are therefore expected to serve actively on departmental, college, and university committees and in other roles in service to the institution. Assistant professors are expected to perform some service, typically within the department, though less than associate and especially full professors, for whom service expectations both inside and outside the department rise substantially over the course of a career. While assistant professors should typically be shielded from excessive service duties, it is understood that in circumstances where there are few senior faculty available, assistant professors may be called upon to carry out significant service duties, and that such service will be recognized.

**2. Departmental service.** TTF are expected to take part in the normal service workload of the department. This includes participation in standing and ad hoc committees' work as spelled out in the department's internal governance document, any regular work needed (in the judgment of the department head) beyond that, and any other service work that may happen irregularly (for example, curricular review and program review).

**3. University service.** Faculty are expected to report their service external to the department to the department head at the beginning of the year and update as necessary. Junior faculty can engage in external service only with the approval of the department head.

**3. Professional service.** TTF often serve as members or officers of professional organizations, editorial boards, and conference and prize committees for their disciplines at the national and international levels. They are also called upon to lend expert evaluations in the peer review of academic publications, grants and fellowships, and promotion and tenure cases for colleagues at other institutions.

**4. Service and Course Releases.** Faculty awarded a grant or fellowship that allows course release(s) for research purposes (e.g., Oregon Humanities Center grant) shall typically be relieved from major service duties during the term in which the course release is taken whenever possible, in consultation with the department head and the Executive Committee.

#### **E. Residency**

The forgoing discussion applies to tenure-track faculty in residence. Faculty members who are on sabbatical or personal leaves are not considered in residence.

#### **F. Equity and inclusion**

Faculty are expected to contribute to the University's goals regarding equity and inclusion. These contributions may consist of research, teaching, and service activities as appropriate, as well as involvement with academic and professional associations, non-profit, governmental, and/or private sector organizations.

### **III. Teaching and Service Assignment Process for TTF**

#### **A. Teaching and service assignments**

Except as otherwise determined by the Provost, Dean, or other designee, the department head shall be responsible for the scheduling and assignment of all faculty members' professional responsibilities. Each sector (China, Japan, Korea, Linguistics) will propose course lineups and teaching assignments. These proposals will be coordinated by the sector representative, through discussion with all faculty in the respective sector. The proposals will then go to the department head, who has the

final departmental authority to assign courses. The assignment of courses should ensure that instructional needs are met both within the sectors and at the departmental level. The department head determines service responsibilities in consultation with all faculty.

The College and the University recognize the value of teaching that occurs outside a faculty member's home department, whether in another department, in another college, in an interdisciplinary academic program, or in an enrichment program. A faculty member may be offered such a teaching opportunity, with or without a stipend, in lieu of a course assignment in the home department. Approval of such assignments is at the discretion of the Dean or Dean's designee, acting in consultation with the heads or directors of both the home and the host departments or programs. Approval from the Dean's Office is not required for any course taught in another unit of the College of Arts and Sciences without a stipend.

A faculty member shall be afforded the opportunity to meet with their department head at least annually, before responsibilities are assigned, to discuss their preferences regarding assignments for teaching, research, service and other professional responsibilities, and anticipated resource needs; to address concerns about advising load inequities and balancing demanding with less-demanding assignments; and to discuss when FTE allocation may differ from the norm. Faculty members may request consideration of adjustment of schedules or assignments.

The Provost or designee may modify scheduled assignments, provided that the department head discusses changes with the faculty member before they are made and that changes are not made for arbitrary or capricious reasons.

**B. Overload assignments**

An overload assignment is (1) an assignment that is in addition to the faculty member's regular assignment and FTE status; (2) a one time or limited assignment, made or approved by the Provost or designee, that is in addition to or different from regular or usual assignments for the member's classification and rank; or (3) assignments unrelated to the faculty member's primary job responsibilities.

Overload assignments in some specific programs (as identified in in the Assignment of Professional Responsibilities article of the CBA) may be compensated through a lump sum. All other overload appointments will be assigned an FTE percentage commensurate with normal workload

duties and compensated accordingly. Faculty may request that overload compensation take the form of class release. No faculty member may be disciplined or terminated for refusing an overload assignment. No faculty member may be disciplined or terminated for refusing an overload assignment.

Appointments for which compensation is paid, in whole or in part, with federal funds may be ineligible for overload compensation.

**C. Stipends**

The allotment of stipends will be consistent with university and college policy.

**D. Course cancellation policy**

The department head shall work with sector representatives and faculty in planning course offerings in ways that minimize course cancellations.

If a course is cancelled for any reason, the department head, in consultation with the TTF whose course is cancelled, will determine an appropriate way for the TTF to make up this portion of the TTF's workload. Remedies may include giving up a previously banked course release, teaching an additional course in a future term, or, with the Dean's approval, undertaking an additional service assignment. Given the negative impact on a TTF's research obligations of an unplanned increase in teaching load or of the unplanned elimination of a course release, and given the negative impact on departmental curricular planning of an unexpected increase in course offerings due to cancellation-related rescheduling, the department head will, whenever possible, consider as the best remedy additional service assignments equivalent to the workload associated with the cancelled course. Whatever the case, the TTF is expected to rebalance research, teaching, and service duties, across academic years if needed, so as to remain fully engaged at the appointed FTE. The negative impact on a TTF, especially a pre-tenured TTF, of a course cancellation made up for by an increased teaching load in a future term or by the elimination of a course release shall be taken into account in the TTF's promotion review(s).

**IV. Course load reduction**

There are three main ways a faculty member's course load in a department may be reduced from the unit's base load: A) a course buyout where funds (e.g., from a grant) are explicitly exchanged for a course reduction, B) an FTE reduction in

the department either for an assignment in another unit, or for some other purpose (e.g. to serve as Associate Dean), or C) a course release where someone is given a course reduction without any funds or FTE exchanged for this reduction (e.g. to serve as DGS within the unit). Any reduction in course workload for a faculty member is subject to the department meeting its curricular needs and requires approval by the department head and Dean.

**A. Course buyouts**

See CAS course buyout policy.

**B. FTE reassignment to unit outside of the department**

A TTF may be offered an assignment in a unit other than the home department, with or without additional compensation, to perform duties outside the home department by reassigning the FTE of the faculty member. For example, appointment into an Associate Dean position in the College reassigns part or all of a person's FTE in course instruction to administration.

**C. Course release**

The Dean provides an allocation of course releases to the departments annually (not including the department head/program director releases) based on CAS published guidelines. The departments determine how to allocate those course releases, as described below. If the department uses more course releases than allocated by the Dean in a given year, these will be charged to future allocations. The department may carry forward extra course releases up to 25% of its annual allocation.

**Service related course release**

To promote the department's service mission, the following major administrative service positions may be rewarded with the number of courses release specified:

-- Director of Undergraduate Studies (DUGS):

--- for the China sector: 1 course release

--- for the Japan sector: 1 course release

--- for the Korea sector: .5 course release, up to 1 course release as enrollment increases

-- Director of Graduate Studies (DGS): 1 course release for the cross-sector, cross-language DGS



--Sector Representative: .5 course release for junior faculty only, which may be increased up to 1 course release at the discretion of the department head

### **Research- and teaching-related course release**

To promote the department's research mission and to address equity of workload, the following course releases may be given:

-- Each junior faculty member to be awarded a minimum of 1 course release per review period (one to be taken before the contract-renewal review, and one to be taken before the tenure and promotion review). Individual cases may vary, as specified in individual hire letters.

-- When a faculty member, junior or senior, teaches a large-enrollment course for the first time, consisting of over 100 students, that faculty member is entitled to 1 course release.

-- Faculty can also apply for a research course release based on the following criteria:

1. a heavy teaching or service workload in the prior year
2. a clearly demonstrated research project that would benefit from 1 course release

For both types of course releases, the goal is to increase research productivity. Applicants must submit the 1-page application, which will be evaluated by the departmental executive committee. Faculty are also required to report on their progress in the quarter after they have taken the course release.

### **Process and procedure**

Faculty members will submit to the Department Head the course release request form A (administrative service course release) in May and the course release request form B (research course release) at the end of fall term. See the forms for specific deadlines. Submitted forms will be reviewed by the departmental executive committee and the department head.

### **Prioritizing course release**

If there are not enough available course releases in a given year, priority will be given to those granted for the major administrative positions, to the two entitled to junior faculty prior to their tenure review, to teaching large enrollment courses, and to research course release, in that order. In allocating course releases, the department head has discretion to maintain equity while ensuring that the department's research, teaching, and service needs continue to be met.

### **Banking course release**

A faculty member may bank a course release (or fractional course release) for use in a subsequent academic year. It is the department head's responsibility to keep an accurate list of banked course releases. No more than three course releases may be banked at one time, and no more than one banked course release may be redeemed in a given year without the approval of the Dean or Dean's designee. A banked course release must be redeemed within three years of being banked unless otherwise approved by the Dean or Dean's designee.

The department head may require a faculty member to bank a course release if the department cannot otherwise meet its curricular and enrollment needs for a given year with available resources.