



**FACULTY REQUEST FOR REDEFINED TEACHING LOAD
FOR PURPOSES OF ENGAGING IN PRODUCTIVE SCHOLARSHIP**

REDEFINED TEACHING LOAD

A redefined teaching load is designed to allow tenured and tenure-track faculty members limited relief time from their normal teaching duties in order to pursue significant scholarly projects designed to improve their capabilities and to increase their future contributions to the University. It is designed to permit a faculty member to achieve educational goals which could not be reached if pursued under the demands of regular instructional duties.

To be considered for a redefined teaching load, a faculty member must be on the tenure track or must have already been awarded tenure.

Newly hired assistant professors will automatically be eligible for the redefined teaching load, but will be expected to demonstrate progress in the area of productive scholarship in order to be considered for renewal. (This demonstration normally will occur during the annual evaluation process.)

The redefined teaching load normally will be defined in the following manner:

"Regular" Teaching Load	"Redefined" Teaching Load
<u>Humanities & Social Sciences</u> 24 credit hours (8 courses)	<u>Humanities & Social Sciences</u> 21 credit hours (7 courses)
<u>BBC&E</u> 24 credit hours (8 courses)	<u>BBC&E</u> 21 credit hours (7 courses)
<u>Natural Sciences</u> 22 credit hours (6 lectures, 4 labs)	<u>Natural Sciences</u> 19 credit hours (5 lectures, 4 labs)
<u>MATH</u> 24 credit hours (6-8 courses)	<u>MATH</u> 21 credit hours (6-7 courses)

Course distribution of the redefined load will be determined by the faculty member, subject to approval of the Academic Division Chair and the Associate Dean for Academic & Student Affairs, and will be based on the individual needs of the faculty member as well as the general needs of the campus.

APPLICATION PROCEDURES

1. A faculty member will submit a formal request for redefinition of teaching load to the appropriate Academic Division Chair. Requests are usually due in January (for consideration for the following academic year).
2. In submitting a request, the faculty member will provide a **detailed** description of the proposed project, specifically addressing the following questions:
 - a) What are the educational goals that will be achieved in terms of teaching or scholarship?
 - b) How will this redefinition of course load increase the faculty member's contributions to the mission of the University?
 - c) Will the project be complete at the end of the academic year for which a redefined teaching load is requested? If not, what is the anticipated timeline for completion?
 - d) How will the results of this project be demonstrated?
3. A request for redefined teaching load must be approved by the Academic Division Chair, Associate Dean for Academic and Student Affairs, and the Dean of the USCL campus.
4. Tenure-track assistant professors (i.e., untenured tenure-track faculty) are automatically eligible for the redefined teaching load but are still asked to submit a proposal.
5. Faculty members will include a detailed summary of all scholarly activity in their annual Faculty Information Forms. This summary will be used in determining any request for renewal and also may be used in determining approval of future requests for a redefined teaching load.



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

APPLICATION FOR REDEFINED TEACHING LOAD

Name:

Date:

Academic Division:

Academic Discipline:

Academic Rank:

Tenured?

Request for Academic Year: Fall 2012 and Spring 2013

New Request

Renewal of Request

If renewal, when was the original request for this project approved (AY Year)?

Proposed Teaching Load for Academic Year: Fall Semester Spring Semester

Title of Proposed Research Project:

**Anticipated Result of Proposed Research Project
(book, chapter, article, presentation, etc.):**

Detailed Description of Proposed Project: (use additional pages as necessary)

1. I have read and I understand the terms and conditions applicable to my request for a redefined teaching load.

(initials)

2. I will include a detailed summary of my scholarly activity in my annual Faculty Information Form. I understand that this summary will be used in determining any request for renewal, and also may be used in determining approval of future requests for a redefined teaching load.

(initials)

Faculty Member Signature

Date

This document must be submitted to the Faculty member's Division Chair no later than Tuesday, January 17, 2012.

If no form has been received, the Faculty member will be assumed to be teaching a normal (full) teaching load in 2012-2013.

ADMINISTRATIVE REVIEW OF REQUEST

Academic Division Chair

Date

Approve Deny

Associate Dean for Academic & Student Affairs

Date

Approve Deny