

**School of Humanities and Social Sciences
Mid-Tenure Review Course Load Reduction Policy**

Tenure-track faculty may request a one course reduction to their teaching load after their mid-tenure review has been submitted to the dean's office and they have discussed the review with their chair (and dean, as needed). The intended purpose of the course reduction is to free some time that will be applied toward furthering the faculty member's research agenda.

It is anticipated that the course reduction will occur during the semester immediately following the submission of the mid-tenure review, though specific research objectives or other factors may necessitate a future semester be designated for the reduction. ***If an additional (more than one) course reduction is desired it must be supported by funding (e.g., faculty research incentive funds, start-up funds, UMRB award, external grants, etc.).*** The amount of funding must fully cover the cost of replacement instruction for one course.

This policy pertains specifically to release from teaching obligations. Faculty who receive a course load reduction are expected to fulfill all other obligations of their appointment (supervising students, engaging in service as applicable, attending faculty and departmental sub-committee meetings in addition to meeting all other current department, SHSS, and campus service assignments, etc.).

Fiscal realities of the University may reduce the availability of teaching reductions. In addition, teaching reductions are not guaranteed until approved by the Dean (see process, below).

Process:

1. Once the mid-tenure review has been submitted to the dean's office the faculty member should discuss the request for a course load reduction with their department chair, obtaining their approval.
2. The faculty member will provide the department chair a brief document that presents the proposed activities during the period of reduced teaching.
3. The department chair should write the associate dean for faculty affairs making the request for a course reduction, including the document that presents the proposed activities to be conducted during the reduced teaching period. The chair should also include the college's course load reduction request form, and information regarding how courses will be covered without any additional adjunct funding from SHSS.
4. The request will be considered by the dean of the college, and the associate dean for faculty affairs will convey the decision (approval/denial, or other recommendation) to the faculty member and their department chair.

5. After a semester of reduced teaching, the faculty member should submit to their department chair and the associate dean for faculty affairs a brief report that details what was accomplished during the period.