

STANDARDS, PROCEDURES AND GUIDELINES FOR AN 18 hour Workload

Teaching is the primary mission of Manhattan College. The College has developed a program designed to enhance teaching by supporting and promoting the scholarship of all Manhattan College faculty. Beginning in 2004-05, Manhattan College faculty meeting the scholarship standards set forth below may be granted a teaching load of 18 hours.

SCHOLARSHIP STANDARDS

NUMBER	TYPE OF SCHOLARSHIP	WORKLOAD REALLOCATION
1	Refereed Publication ¹	1 TU
1	Published Book ²	2 TUs
1	Book Chapter ³	1 TU

Note: TU (Teaching Unit) is equivalent to 3 lecture hours.

INTERPRETIVE RULES, PROCEDURES AND GUIDELINES:

1. The Dean of each School, observing ordinary and acceptable practices of higher education, shall determine if a faculty member meets the scholarship standards required for a Teaching Unit in a given academic year.
2. The Deans shall file an annual report to the Provost regarding the determinations of scholarship and the awarding of Teaching Units to Manhattan College faculty.
3. In order to qualify for one or more Teaching Units, the scholarship referred to above must be published during the calendar year (January 1 through December 31) prior to the academic year when awarding Teaching Units. The deadline for submitting an application for an award is the last day of the third week in January of each year. This schedule shall apply equally to continuing and new faculty. To wit, a new faculty hire may be assigned a workload 18 credit hours (3-3) if the scholarship is published during the relevant calendar year and meets all other criteria.
4. The teaching load of the respective faculty member shall be 21 hours during the academic year following the application of a Teaching Unit unless the faculty member has either earned an additional Teaching Unit or has a Teaching Unit in reserve that may cause the workload to be adjusted to 18 hours.

¹ A refereed publication is one which is published only after having been subjected to the following processes: a) Upon submission of the proposed publication, an editor of the publication distributes it to referee(s) who are expert in the area of the proposal and (b) based upon the recommendation of the referee(s), the editor accepts or rejects the proposal for publication. Refereed conference proceedings and presentations will be evaluated by the Deans to determine whether they meet the standards for refereed publications.

² Vanity Press publications are not accepted. In addition, the reference here is to "authored" books, not those that are "edited." Edited publications will be evaluated under the "requests for exceptions" provision described in #12.

³ A "book chapter" refers to a chapter included in a book authored or edited by someone other than the faculty contributor or in a book edited by the faculty member that includes chapters written by others. No more than one chapter in the same book may earn TU credit per author.

5. Faculty may reserve Teaching Units for future use. Generally, only one Teaching Unit may be used in a given academic year. Accordingly, a faculty member who is awarded two Teaching Units will have a teaching load of 18 hours (3-3) for two academic years.
6. The Department Chair may ask a faculty member to postpone the use of a Teaching Unit for not more than one academic year if the course offerings by the department require such postponement.
7. Where there are multiple authors, the Teaching Units assigned to that particular entry shall be divided equally among the number of authors (excluding students).
8. External funding may be used to cover one TU per academic year. The external grant must cover one-seventh of the faculty member's salary plus benefits. This shall not be interpreted to mean that "an adjunct may be employed by the continuing faculty member."
9. A faculty member approved for a semester sabbatical leave shall have a teaching load of 12 credit hours in the other semester of the academic year (unless an unused Teaching Unit can be applied).
10. Chairs and Program Directors will be eligible for Teaching Units and may, like other faculty, reserve them for future use. Unused Teaching Units are lost at termination of the faculty member's tenure at Manhattan.
11. These ***Standards, Procedures and Guidelines for an 18 Hour Workload*** shall be reviewed in two years from the date of implementation.
12. Requests for any exceptions to these procedures and guidelines must be sent to the Dean, who will comment and send the request on to the Provost for a determination.