

## **Zero Teaching Load for Associate Professors Adopted 23 April 2021**

To help colleagues at the associate level speed progress on a book manuscript, article(s), or other major projects that can then serve as the basis for promotion to full, all associate professors will be allowed one semester with a zero teaching load. (A zero load teaching semester is available to associates only once during their tenure as associates.)

The candidate seeking a semester with zero teaching load must signal their intent one year in advance due to scheduling considerations. They will do so by simply indicating their plan in the last question of the appropriate teaching request form.

The candidate will apply to the Research Committee in the same semester by the beginning of the last full month of teaching [November for Fall; April for Spring; see the timeline on page 2]. The application will consist of an outline that pertains to material to be included in a dossier for the promotion from the rank of associate to full. This might consist of a book, article(s) or other major project, indicating the work completed so far as well as a description of the work to be done during the semester with a zero teaching load. The candidate should also include a brief statement of why they have chosen this time for the zero teaching load.

The Research Committee will review applications before graduation in the semester in which an application is submitted, and give its guidance to both the applicant and the department head based on the reasonableness of the plan and the likelihood of completing the work during the semester with no teaching. Final approval of the semester with zero teaching load will be given by the department head.

Following the semester with a zero teaching load, the recipient will prepare a short document for the Research Committee's review. It should outline what was accomplished and any work that remains prior to beginning the publication process/project launch. The Research Committee will offer scholarly feedback to the recipient and file the report.

Only one associate can be on a zero teaching load in any given semester for this specific purpose, and if more than one person applies for a zero teaching load in the same semester, preference will be given based on seniority.

### **IMPORTANT NOTE:**

The zero teaching load semester means exactly that: no teaching. Associate Professors using it will still be expected to serve on committees and to attend to other departmental responsibilities.

This semester off is also distinct from a Scholarly Reassignment (SR). All TT faculty are eligible for a SR after teaching 6 years [12 semesters]. The zero load semester will not count as a semester teaching toward the 6 years, but the clock will also not start again if an Associate Professor takes a zero load semester, as it would if anyone got an outside fellowship that paid up to half of their salary.

**Timelines for Fall and Spring applications:**

<b>Fall of Year 1</b> (e.g., Fall 2022)			<b>Fall of Year 2</b> (e.g., Fall 2023)	<b>Spring of Year 2</b> (e.g., Spring 2024)
<b>Mid-October</b>	<b>Early November</b>	<b>Early December</b>	<b>Entire Semester</b>	<b>Mid-January</b>
Candidate chooses zero teaching load for Fall of Year 2	Candidate submits application to Research Committee	Research Committee (RC) gives its input and sends it to the Head, who approves the application	Candidate enjoys their semester with zero teaching load	Candidate reports to RC on work accomplished and receives feedback from the Committee.

<b>Spring of Year 1</b> (e.g., Spring 2022)			<b>Spring of Year 2</b> (e.g., Spring 2023)	<b>Fall of Year 3</b> (e.g., Fall 2024)
<b>Mid-March</b>	<b>Early April</b>	<b>Early May</b>	<b>Entire Semester</b>	<b>Mid-August</b>
Candidate chooses zero teaching load for Fall of Year 2	Candidate submits application to Research Committee	Research Committee (RC) gives its input and sends it to the Head, who approves the application	Candidate enjoys their semester with zero teaching load	Candidate reports to RC on work accomplished and receives feedback from the Committee.