

College of Education
Workload Adjustment for Faculty Involved in Graduate Advising
on Doctoral Dissertations and Master's Final Papers

Policy Statement

Graduate faculty members in the College of Education engage regularly in advising graduate students on their culminating projects (dissertations, theses, and plan B papers). This work is not included in the instructional workload. Based on the criteria listed below for work on graduate projects, graduate faculty may be given one course equivalence for one semester in their instructional workload after they have accumulated **30 points**. Faculty members are expected to use this time to advance their research and scholarly publications.

Faculty members may apply to their Department Chair for this workload adjustment in the spring of each academic year for the subsequent year (application form attached). Faculty members must document their productivity (points earned) with appropriate graduate forms or other evidence as appropriate (i.e., list of graduates and date of graduation). The scheduling of workload adjustments will be determined by the Department Chair, and will be recorded as course equivalencies on the Faculty Teaching Load form that is submitted each semester with the department course schedule. The documentation for the workload adjustment should accompany this form.

Points may be banked for future use (i.e., accumulated over time), but only one course equivalence will be granted per academic year. Points may be counted beginning with calendar year 2000 (spring, summer, & fall). Workload adjustments may begin Fall 2001 if the program/department schedule permits. The point system is as follows:

Points:	To be awarded to:
20	Dissertation chair, upon completion. Doctorate Student Progress Form III filed and student to graduate.
10	Dissertation chair, upon approval of dissertation proposal, comprehensive examination, and Committee on Human Studies. Doctorate Student Progress Form II filed; student eligible for dissertation credits (800).

- 05 Faculty member, served as committee member on doctoral dissertation committee. Doctorate Student Progress Form III filed and student to graduate.
- 12 Chair, master's thesis committee, upon completion. Master's Plan A Student Progress Form III filed and student to graduate.
- 05 Faculty member, served as committee member on master's thesis, upon completion. Master's Plan A Student Progress Form III filed and student to graduate.
- 06 Faculty member, served as Plan B paper advisor, upon completion. Student to graduate.
- 02 Faculty member, served as second reader on Plan B paper, upon completion. Student to graduate.