

April 20, 2002

To: Members of the faculty, Department of Psychology
From: Emanuel Donchin, Chair
Re: Faculty Assignment document

Dear Colleagues,

In this document are outlined the department's view of the faculty's assignments as adopted by the faculty in its meeting on February 8, 2002. The assignments as described in this document will serve as the basis for the faculty assigned duties reports.

Faculty Assignments: Department of Psychology.

1. With the exception of faculty who are assigned specific administrative duties, all members of the faculty in this department are considered to have the same assignments with respect to Scholarship, Teaching and Service.
2. Each member of the faculty is responsible for conducting a highly programmatic research enterprise that continually makes significant contributions to knowledge that have an impact on the scholarly field in which the faculty member chooses to work. It is assumed that the scholarly enterprise is not measured by the effort devoted to research. Effort without outcome is of little significance or value in the scholarly domain. The faculty's task is to make significant contributions to knowledge, and the degree to which they succeed in achieving this goal is the only meaningful metric for this assignment.
3. Each member of the faculty is expected to participate in full in the departmental instructional mission. Such participation requires each member of the faculty to teach 4 courses each year, 2 per semester. For all faculty members the distribution of course must be as follows.
 - a. At least one curriculum-critical undergraduate class. The Chair with the advice of the Undergraduate Program Committee will publish a roster of "curriculum critical" courses.
 - b. At most one specialized, advanced, seminar or upper division class that can focus on highly specialized topics within the faculty member's scholarly domain.
 - c. The other two courses can be either graduate, or undergraduate, courses depending on the needs of our instructional program. The specific assignments will be the responsibility of the Area Directors and the Associate Chair provided the following conditions are satisfied:
 - a. Each area must assure that it covers all the courses needed by its majors and its graduate students.
 - b. All courses offered by the department will be under the responsibility of a faculty member. In other words, but for exceptional circumstances, no courses will be the sole responsibility of graduate students and other non-faculty instructors. However, faculty members from other institutions, who are granted visiting faculty

status at USF, as well as individuals who hold post-doctoral positions in departmental research and training programs, can participate in our teaching program.

- c. Graduate students can, and will, participate in our instructional program but only under direct and explicit supervision of faculty members.
4. The accounting for teaching assignments will be made by Areas, not by individuals. That is, each area is responsible to cover $(N*4)-E$ courses a year, where N is the number of faculty members in the Area, and E is the number of “excuses” (see below). The Area Director manages the internal distribution of courses among the members of the Area. The distribution of the Area’s courses will conform to the paradigm described in paragraph 3.
5. The teaching assignment can be reduced for a number of reasons.
 - a. Administrative assignments can be associated with a one, or two, course reduction.
 - b. Honorary appointments (such as Distinguished Research Professor) may carry with them a teaching reduction.
 - c. Faculty can choose, with the approval of the Chair and subject to the needs of the departmental teaching program, to pay part of their salary from extramural sources in which case their teaching assignment will be reduced so that 15%-25% of the salary “buys out” one course. The last course that can be so purchased is the curriculum critical course of section 3a above.
 - d. Serving as Editor of a scholarly publication may, at the discretion of the Chair, lead to a one-course reduction for the editor.
6. Faculty participation in the life of the department, the campus and their profession, through service will be noted and rewarded but, with the exception of administrative duties, service does not reduce the teaching assignment.
7. The ultimate responsibility for assigning duties to faculty is the Chair’s.