



DEPARTMENT OF SPORTS EDUCATION LEADERSHIP ADDENDUM TO THE COLLEGE OF EDUCATION WORKLOAD POLICY

RESPONSIBLE ADMINISTRATOR: CHAIR, DEPARTMENT OF SPORTS EDUCATION LEADERSHIP
RESPONSIBLE OFFICE: DEPARTMENT OF SPORTS EDUCATION LEADERSHIP
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Date

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Date

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I. ADDENDA TO COLLEGE OF EDUCATION WORKLOAD POLICY

A. OTHER TEACHING ASSIGNMENTS

1. COE Workload Policy Section III.A.4 Doctoral Program Involvement.

Other teaching assignment credits may be requested and/or assigned based on the faculty member's involvement with the Department's Doctoral programs. This could include, but not be limited to: development of a new Doctoral Program; working with and/or advising a number of Doctoral students; responsibility for interviewing prospective Doctoral students, evaluating Doctoral-program admission applications; and/or the successful completion of a specified number of dissertations or equivalent projects/documents by a faculty member's Doctoral students. One 3-credit "Other Teaching Assignment" per year may be requested and/or assigned for Doctoral program involvement. In exceptional circumstances, an additional semester of one 3-credit "Other Teaching Assignment" in this category may be requested and/or assigned through negotiation with the Department Chair. Because the Doctoral programs differ significantly among the five Departments in the COE, each Department will establish its own criteria for "Other Teaching Assignment" credits in this category. Departments will establish and include these criteria in a Department Addendum which will be attached to this Policy [COE Workload Policy].

DEPARTMENT OF SPORTS EDUCATION LEADERSHIP CRITERIA:

Faculty members serving as chair of doctoral student advisory committees may receive one credit hour for every two doctoral students during the dissertation phase of their program

Faculty members serving as chair of doctoral student advisory committees may receive one credit hour for the advisement and mentorship of every four doctoral students

Faculty members serving as members of doctoral student advisory committees may receive one credit hour for every 10 candidates

## **2. COE Workload Policy Section III.A.5 Master's / Specialist's Program Involvement.**

Other teaching assignment credits may be requested and/or assigned based on the faculty member's involvement with the Department's Master's/Specialist's programs. This could include, but not be limited to: development of a new Master's/Specialist's Program; working with and/or advising a number of Master's/Specialist's students; responsibility for interviewing prospective Master's/Specialist's students, evaluating Master's/Specialist's-program admission applications; and/or the successful completion of a specified number of theses/equivalent projects by a faculty member's Master's/Specialist's students. The faculty member's role and responsibilities with the Department's Master's/Specialist's students and/or Master's/Specialist's program(s) must be detailed in order to request this other teaching assignment. One 3-credit "Other Teaching Assignment" per year may be requested and/or assigned for Master's/Specialist's program involvement. In exceptional circumstances, an additional semester of one 3-credit "Other Teaching Assignment" in this category may be requested and/or assigned through negotiation with the Department Chair. Because the Master's and Specialist's programs differ significantly among the five Departments in the COE, each Department will establish its own criteria for "Other Teaching Assignment" credits in this category. Departments will establish and include these criteria in a Department Addendum which will be attached to this Policy [COE Workload Policy].

### **DEPARTMENT OF SPORTS EDUCATION LEADERSHIP CRITERIA:**

Faculty members serving as chair of masters student advisory committees may receive one credit hour for every three masters students during the thesis phase of their program

Faculty members serving as chair of masters student advisory committees may receive one credit hour for the advisement and mentorship of every six masters students

Faculty members serving as members of masters student advisory committees may receive one credit hour for every 10 candidates

## **B. REASSIGNMENTS**

### **1. COE Workload Policy Section III.B.5 Department Chair/Assistant Chair, Program Director, or other administrative assignment.**

Reassignments may be requested by these faculty members for their administrative duties. Reassignment credits will vary depending on the size/complexity of the Department or Program; the number and level of degree programs offered; and/or whether the faculty member has the major responsibility for the administration and supervision of the Unit. Formula for requesting and /or be assigned this reassignment category follow: (a) Department Chair, two 3-credit reassignments per semester; (b) Assistant Department Chair, one 3-credit reassignment per semester, and (c) Academic Program Coordinator, one 3-credit

reassignment per year. Departments will establish and include specific criteria for Program Coordinators in the Department Addenda which will be attached to this Policy [COE Workload Policy].

**DEPARTMENT OF SPORTS EDUCATION LEADERSHIP CRITERIA:**

**Chair of the Department:** The department chair will receive six credit hours of reassignment per semester

**Program Coordinator(s):** Program coordinators may receive three credit hours of reassignment per semester

**2. COE Workload Policy Section III.B.6 Graduate Coordinator/Undergraduate Coordinator.**

Reassignments may be requested and/or assigned for this category and will vary depending upon the number and level of degree programs offered; if the faculty member has the major advising responsibilities for the Department's graduate or undergraduate program(s); the number of students actively enrolled in the program(s); and/or if the faculty member has major advising responsibilities and/or is responsible for scheduling (classes and/or faculty) and curriculum development for the Department's graduate or undergraduate program(s). Formula for requesting and /or be assigned this reassignment category follow: (a) Doctoral Programs Coordinator, one 3-credit reassignment per year, (b) Graduate Programs (Master's/Specialist's) Coordinator, one 3-credit reassignment per year, and (c) Undergraduate Programs Coordinator, one 3-credit reassignment per year. In exceptional circumstances, an additional semester of one 3-credit reassignment in this category may be requested and /or assigned through negotiation with the Department Chair. Departments will establish and include specific criteria for Graduate/Undergraduate Coordinators in a Department Addendum which will be attached to this Policy [COE Workload Policy].

**DEPARTMENT OF SPORTS EDUCATION LEADERSHIP CRITERIA:**

**Undergraduate Coordinator:** The undergraduate coordinator will receive three credit hours of reassignment per semester

**Graduate Coordinator:** The graduate coordinator will receive three credit hours of reassignment per semester

**3. COE Workload Policy Section III.B.8 Service to the Profession**

**DEPARTMENT OF SPORTS EDUCATION LEADERSHIP CRITERIA:**

**Professional Service:** Reassigned time may be granted by the department chair for faculty members' professional service. Examples of professional service which may qualify for reassignment consideration include but are not limited to serving as editor of a professional journal, convention/program chair, or officer of a professional organization, depending on the scope of responsibilities.