

CAS	Anthropology 52020
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Art. 16.15	Art. 16.17	Art. 16.18
N/A	September 12, 2012 (Revision)	September 12, 2012 (Revision)
Not submitted	Provost Approved	Provost Approved

Additional Info:

Course Equivalents Policy for Tenure Track Faculty and Lecturers

(Adopted unanimously by the Anthropology Department faculty September 12, 2012)

- A: Normally a full-time tenured/tenure-track faculty member will be assigned 5 course equivalents (CEs) per academic year. A full time lecturer will be assigned 8 CEs per academic year.
- B: Unless otherwise provided for, the number of CEs awarded for different courses is summarized in the following table.

Course Equivalents Table

	Few than 100 students	100 or more students	
	1 or more sections in a semester or AY	1 section	Additional sections within a semester
3-credit course	1.0 CE per section	2.0 CE per section	1.0 CE per additional section*

*This means that if an instructor teaches two very large sections of the same course during a given semester, s/he would earn 3 CEs for those two courses.

We recognize that on rare occasions a course may have an enrollment capacity of over 100 students but fail to enroll 100 students during a particular semester. In this instance, the course will nevertheless count as 2 CE's, but the chair and faculty will consider whether it makes sense to use a lower maximum capacity in the future (there will be some instances in which this is a fluke of a particular semester).

- C: One course equivalency for departmental tenure-track faculty will be allocated for 12 points of accumulated work as PRIMARY ADVISER of: Honors Theses, Readings & Research, and Practicum/Internship according to the following allocations (points are awarded upon a student's successful completion of the course credits).

Activity	Points
Honors Thesis (HON 202, 203) if the student proceeds to the oral defense (successful defense is not required)	2 pts. for 6 course credits
Readings & Research (ANTH 197/198; 297/298) that are research focused (i.e., excluding TAs)	0.5 pt. for 3 course credits
Practicum/Internship	0.5 pt. for 3 course credits

- Although the department sets no limits on individual decisions by faculty to supervise student work, a faculty member may accrue **no more than 12 points within a period of three academic years.**
- The course equivalency should be used within 2 years of accumulating 12 points unless leaves or department teaching needs necessitate the delay of its use (to be determined by the Chair in consultation with the instructor).
- Instructional capacity lost due to these course releases may be addressed by increased capacities in other departmental course offerings in the event that the College or University does not provide the financial resources to replace the course(s) lost.

CAS	Art and Art History 52040
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Art. 16.15	Art. 16.17	Art. 16.18
N/A	October 16, 2012 (Revision)	October 16, 2012 (Revision)
Not submitted	Provost Approved	Provost Approved

Additional Info:

The following policies were approved unanimously by the faculty of the Department of Art & Art History at its department meeting of October 16, 2012.

I. Department of Art and Art History Large Class Course Equivalency Policy (v.2)

Courses with projected enrollments of 100 or more students (typically ARTH 05, ARTH 06 and ARTH 08) count as two course equivalents.

II. Department of Art and Art History Non-Classroom Teaching Course Equivalency Policy (v.2)

Full time tenure track teaching workload is five 3 credit courses per year.* Supervision of Readings and Research/Independent Studies, Honors Thesis and Internships will earn instructional credit for these activities using the following formula:

One course equivalent for departmental tenure-track faculty will be allocated for 12 points of accumulated work as PRIMARY ADVISER of: Honors Theses, Readings & Research, and Internship according to the following allocations (points are awarded upon a student's successful completion of the course credits, or for an honor's thesis, the student must participate, but not necessarily be successful in the defense).

2 points- Honors Thesis Advisor (6 credits)

1 Point- Readings and Research/Independent Study primary supervisor (for 3 credits)

0.25 Point- Internship Sponsor (for 3 credits)

A. Tallies will be maintained by individual faculty members and reviewed and accepted by the chair during the annual review.

B. A faculty member will not receive credit for more than 12 points within a period of three academic years. Departmental policy is no more than 4 points per year per faculty.

C. The course equivalency should be used within 2 years of accumulating 12 points unless leaves or department teaching needs necessitate the delay of its use (to be determined by the Chair in consultation with the faculty member).

D. The timing of the course release (for 12 points) is contingent upon the ability of the department to accommodate the release as determined by the Chair and approved by the Dean.

E. Instructional capacity lost due to these course releases may be addressed by increased capacities in other departmental course offerings in the event that the College or University does not provide the financial resources to replace the course(s) lost.

***Note: Studio Art courses meet 3:50 hours per week for 3 credits**

CAS	Asian Languages & Literatures 52350
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Art. 16.15	Art. 16.17	Art. 16.18	Notes
N/A	N/A	N/A	
Not submitted	Not submitted	Not submitted	

Additional Info:

CAS	Biology 52060
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Art. 16.15	Art. 16.17	Art. 16.18	Notes
N/A	April 11, 2012 (Revision)	May 9, 2012 (Revision)	
Not submitted	Provost Approved	Provost Approved	

Additional Info:

Department of Biology

Equivalency standards to provide instructional credit for supervising undergraduate research, theses, and independent studies/readings

Approved April 11, 2012

The faculty in the Department of Biology are expected to engage undergraduate students in their research activities. The effort that goes into training and supervising these students will be added to the Teaching Assignment distribution and subtracted from the Service Assignment distribution at the rate of 0.09% effort per student-credit hour for BIOL research courses and 0.12% effort per student-credit hour for Honors research*. The effort will be reflected in the following year's workload plan. In addition, faculty will be reimbursed for research expenses incurred by students as explained below.

Policy for reimbursement of undergraduate research activities

Each faculty member that supervises an undergraduate research student shall be reimbursed for research expenses incurred by the student according to the following stipulations:

- Reimbursement will be approved only for students enrolled in a Biology research course, including Hon 208/209.
- Reimbursement for students enrolled for zero credits will be limited to \$25** per student per semester.
- Reimbursement for students enrolled for one or more credits will be \$50 per student credit hour with a maximum of \$500 per year per faculty.
- Funds obtained through APLE, URECA or department matches will be counted towards the reimbursement.
- The faculty mentor is responsible for initiating the request for reimbursement no later than the end of the academic year in which the research took place. The request must be approved by the Chair.

*1CE=7% effort. For a typical 3 credit course with 25 students, 1 student credit hour=0.09% effort.

**Based on a rate per credit hour of \$1287 for a 3 credit course of 25 students = \$17/student credit hour.

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Department of Biology
Equivalencies for instruction in large enrollment classes
Approved May 9, 2012

- Three credit courses with enrollments of 100 or more students will be assigned 1.5 course equivalents. Instructors of such courses may request a teaching assistant to assist with grading and other course responsibilities.
- Four credit courses that include laboratories and enrollments of 50 or more students will be assigned 2.0 course equivalents. These courses include graduate teaching assistants.



DEPARTMENT OF CHEMISTRY

DWIGHT E. MATTHEWS, Ph.D.
PROFESSOR AND CHAIRMAN OF CHEMISTRY
PROFESSOR OF MEDICINE

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DATE: Ver 0: December 10, 2008

Ver 1.0: March 12, 2009

Ver 1.1: May 14, 2012 (changes in red)

TO: Joel Goldberg, Interim Dean, College of Arts & Sci.

FROM: Dwight Matthews, Chair of Chemistry

RE: Course equivalencies for teaching in the Department of Chemistry

- Chemistry courses that are 3 credit hours line up with equivalent courses around the university that are also 3 credit hours (e.g. ENG 013 or ENG 023), and these course are defined as a 1 course equivalent (CE).
- Many of our courses are laboratory-based courses of 4 credit hours. We add 0.5 CE for the laboratory component.
- Courses that are less than 3 credit hours (and no laboratory) are scaled downwards from 1 CE as appropriate for that course.
- We define a medium-size lecture class to have an enrollment between 60-99 students. Such courses are assigned 1.5 CE.
- We define a large lecture class as having an enrollment ≥ 100 students. Such courses are assigned 2 CE.
 - When an instructor teaches two sections of a large lecture course in a single semester, the total CEs assigned is reduced by 1 CE. E.g. one section of CHEM 31 would receive 2.5 CE, but two sections of CHEM 31 would receive 4 CE credit.
- Special reductions in teaching load for administrative assignments:*
 - Director of the Undergraduate Biochemistry Program (1.0 CE)
 - Chair of the Graduate Admissions Committee in Chemistry (1.0 CE)
 - Chair of the Chemistry Safety Committee (1.0 CE)
 - Chair of the Chemistry Instrumentation Committee (1.0 CE)
- There are also teaching, mentoring, and supervision duties added to the faculty in chemistry because of the Ph.D. program. Chemistry faculty will receive 1 CE per member to be allocated among faculty members based upon their participation in our Ph.D. program.

CHEM #	Hours	CE
23	4	2.50
26	4	2.50
31	4	2.50
32	4	2.50
35	4	1.50
36	4	1.50
39	2	0.75
40	2	0.75
42	4	2.50
121	4	1.50
131	3	1.50
141	4	2.50
142	4	2.50
143	4	1.50
144	4	1.50
146	2	1.00
161	3	1.00
162	3	1.00
167	1	0.50
201	3	1.50
202	2	1.50
205	3	2.00
most 200-level courses	3	1.00
282	1	0.50
318	1	0.30
380	1	0.30
381	1	0.50
384	2	0.30
484	2	0.30
488	1	0.30

The above considerations are summarized in the **table** on the right that provides the CE's assigned for our various courses.

Chemistry Department Guidelines for Instructional Credit for Supervising Theses and Dissertations, Independent Studies, Reading and Research, and Internships

1. As a Ph.D. granting program, every thesis-supervising faculty member in the Chemistry Department receives up to one course equivalent for mentoring graduate students and supervising dissertation research (both Ph.D. and M.S. degrees). No additional instructional credit is provided.
2. The faculty of the Chemistry Department believes that thesis dissertation supervision duties should also include supervision of undergraduate thesis research.
3. Because supervision of students for independent studies, reading and research, and internships comprises a very small amount of time for chemistry faculty compared to thesis research supervision, no specific instructional credit need be provided.
4. Most faculty members also supervise undergraduate students who do research for credit towards their academic degrees through CHEM 291 and HON 212/213. Faculty members are not compensated for these activities, nor are they reimbursed for the expense of performing the research. Therefore, the faculty will meet at the end of each academic year and decide, with approval of the chair of Chemistry, an amount to be set aside from the next year's departmental budget that will be divided among undergraduate research supervising faculty as partial compensation for their effort and the costs to their laboratories for supervising the research. The division of funds per faculty member will be proportional to the number of undergraduate research credit hours supervised. These funds would only be used for research expenses, including those associated with reporting of research results at scientific meetings.

CAS	Classics 52100
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Art. 16.15	Art. 16.17	Art. 16.18	Notes
N/A	Submitted/Date not available	Submitted/Date not available	
Not submitted	Provost Approved	Provost Approved	

Additional Info:

Guidelines for Classics, re: the new CBA

Instructional Credit for Non-classroom Teaching (Article 16.16)

The standard teaching load for the Classics department, as for other departments in the College of Arts and Sciences, is five courses per academic year. In addition, all faculty members in the Department regularly participate in additional teaching (i.e., readings and research/independent studies, Honors, and MA thesis supervision) and each is responsible for advising approximately 15-30 undergraduate students. Individual faculty members may undertake no more than 18 credit hours of non-classroom teaching activities per academic year. If a faculty member participates in the maximum of 18 credit hours of non-classroom instruction/supervision in a given year, s/he will receive-if s/he so chooses-an instructional credit of 20%, or 8 percentage points, toward the 40% effort allotted to teaching (i.e., 48%), and that faculty member's service expectation will be reduced accordingly.

Instructional Equivalencies for Large Courses (Article 16.17)

Any course whose enrollment is at 100 or above, for which no Graduate Teaching Assistant is provided, counts as 2 course equivalents.

CAS	Economics 52140
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Art. 16.15	Art. 16.17	Art. 16.18	Notes
N/A	September 14, 2012	September 14, 2012	
Not submitted	Provost Approved	Provost Approved	

Additional Info:

Department of Economics
Course Equivalencies

1. All courses, with the exception of those with more than 100 students (for example, EC 11 and 12), are equivalent to one course.
2. Classes with more than 100 students count as two courses.

Instructional Credit
Economics Department
September 14, 2012

All departments have been required to develop a policy to provide instructional credit for mentoring activities such as supervising theses and dissertation; independent studies, reading and research; and internships. In our department these activities principally consist of supervising undergraduate honors theses and readings and research.

When a faculty member engages in mentoring, the percentages of effort on the workload form will be adjusted to reflect the additional time and energy devoted to instruction.

Each two-semester undergraduate honors thesis will increase instructional effort by 2%.

Each one-semester readings and research supervision (for 3 credits) will increase instructional effort by 1%. A course of readings and research which carries a different number of credits will increase instructional effort in keeping with the number of credits and the formula established above. Note that a restriction is in place such that students can only enroll in reading and research with the permission of the department chair, who thereby exercises control over the number of supervisions undertaken by each faculty member.

The percentage of effort for research or service or both will decrease in order to maintain the total effort at 100%. Which percentage or percentages will be decreased will be determined by the faculty member and the chair on an individual basis. Our usual effort percentages are (45, 45, 10). Thus, for example, a faculty member advising an undergraduate honors thesis could elect to report effort as (47, 43, 10) or as (47, 45, 8) or as (47, 44, 9).

CAS	English 52150
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Art. 16.15	Art. 16.17	Art. 16.18	Notes
N/A	September 12, 2016	N/A	
Not submitted	Provost Approved	Not submitted	

Additional Info:

From: [Jim Vigoreaux](#)
To: [Barbara Caron](#)
Subject: RE: English Course equivalency standards for thesis supervision
Date: Monday, September 12, 2016 12:41:36 PM

Approved.

jv

Jim O. Vigoreaux, PhD
Associate Provost for Faculty Affairs
Breazzano Family Green & Gold Professor of Biology
The University of Vermont
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From: Barbara Caron
Sent: Monday, September 12, 2016 12:32 PM
To: Jim Vigoreaux <jvigorea@uvm.edu>
Subject: FW: English Course equivalency standards for thesis supervision

[S:\executive offices\Provost\Faculty Labor Relations and HR\Guidelines_Equivalencies_Methodology](#)

From: Sally Knight
Sent: Monday, September 12, 2016 11:34 AM
To: Barbara Caron <bcaron@uvm.edu>
Cc: William Falls <William.Falls@uvm.edu>
Subject: English Course equivalency standards for thesis supervision

Hi Barb – Bill has approved the attached. Would you please pass it on to Jim for his review? Thanks for your help.

Sally

Sally G. Knight
Executive Assistant to the Dean
438 College Street
Burlington, VT 05405
802-656-1297

Course Equivalency Guidelines for Non-Classroom Teaching

English Department: accepted 2016

Policy:

Supervision of an M.A. or Honors Thesis = 4 points (awarded on successful defense)

Supervision of a one-semester three-credit independent study or internship = 1 point (a maximum of 4 points per year may be earned for independent studies and internships)

For faculty teaching 3/2 or 4/4, 15 points = 1 course release

For faculty teaching 2/2, 19 points = 1 course release

Earned releases must be taken within two years of accumulating the required number of points; within that two-year period, the department chair will exercise, in consultation with the faculty member, discretion in view of departmental needs as to the semester in which the release is granted. Releases will not be awarded for work compensated beyond base academic-year salary (e.g., during the Summer semester for faculty on nine-month contracts or for faculty with other course equivalencies).

We generally expect that the second reader of a thesis will have limited responsibilities; however, when a lecturer who is second reader of a thesis has substantial involvement with the project, s/he will receive the points for supervision of the thesis.

We will begin counting points with all non-classroom teaching recorded on 2015 annual activity forms.

Course Equivalency Guidelines for Non-Classroom Teaching

English Department: accepted 2016

Policy:

Supervision of an M.A. or Honors Thesis = 4 points (awarded on successful defense)

Supervision of a one-semester three-credit independent study or internship = 1 point (a maximum of 4 points per year may be earned for independent studies and internships)

For faculty teaching 3/2 or 4/4, 15 points = 1 course release

For faculty teaching 2/2, 19 points = 1 course release

Earned releases must be taken within two years of accumulating the required number of points; within that two-year period, the department chair will exercise, in consultation with the faculty member, discretion in view of departmental needs as to the semester in which the release is granted. Releases will not be awarded for work compensated beyond base academic-year salary (e.g., during the Summer semester for faculty on nine-month contracts or for faculty with other course equivalencies).

We generally expect that the second reader of a thesis will have limited responsibilities; however, when a lecturer who is second reader of a thesis has substantial involvement with the project, s/he will receive the points for supervision of the thesis.

We will begin counting points with all non-classroom teaching recorded on 2015 annual activity forms.

CAS	Geography 52160
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Art. 16.15	Art. 16.17	Art. 16.18	Notes
N/A	November 28, 2012	November 28, 2012	
Not submitted	Provost Approved	Provost Approved	

Additional Info:

Department of Geography

Guidelines for course equivalencies

Approved 28 November 2012

Normally, a full-time tenured/tenure-track faculty member will be assigned 5 course equivalents (CEs) per academic year and a full-time lecturer will be assigned 8 course equivalents per academic year.

All instructors in the Geography department, including tenured/tenure-track faculty, full-time lecturers, and part-time lecturers are eligible for the following option. Tenured/tenure-track faculty may use this option no more than once per academic year, full-time lecturers may use this option no more than three times per academic year. Part-time lecturers are hired by the course and thus are eligible to use this option as determined by the nature of the course(s) they are hired to teach.

Two course equivalents are granted for:

- classes whose target enrollment is > 100 students
- classes with a regularly scheduled technical lab component or field courses requiring sustained logistical effort and additional student contact hours every week (as documented to the Chair)

Department of Geography

Guidelines for providing instructional credit for the following activities: supervising theses and dissertations; independent studies; reading and research; and internships.

Final Approval: 28 November, 2012

Faculty in the Department of Geography regularly supervise Readings & Research (GEOG 197/8, GEOG 297/8) and Internships (GEOG 191) as part of their academic year work load. These credit-bearing courses allow students to gain valuable research and professional training experience. Since the inception of the Honors College and the required thesis option for Honors College scholars, Geography faculty have also been called upon to advise theses to help these students meet degree requirements. Although the Geography Department does not have a graduate program, several faculty in the Department have secondary appointments in units granting graduate degrees (College of Education and Social Services, Department of Geology and the Rubenstein School of Environment and Natural Resources). In addition, several faculty are affiliated with the Food Systems TRI Spire and anticipate the supervision of graduate students through the recently approved Masters degree program in this area. Finally, as new interdisciplinary doctoral programs are initiated by the Graduate College it is likely that Geography faculty will be tapped for supervisory roles and thus we anticipate involvement with PhD students in the future.

We also acknowledge that the field-intensive, state/federal-affiliated and community-based research programs which form the basis of many of our faculty members' scholarship relies upon the work supplied by the students our faculty advise as part of research or thesis experiences. Although this work may appear to be "voluntary" on the part of the faculty member, it is in fact integral to the conduct of research in which our faculty are engaged.

At a Departmental Meeting on 13 March 2012, and in a further meeting to refine the details on 28 November 2012, the faculty approved the following policy to provide instructional credit for the activities outlined above as well as any others in which we engage. We have created a point-based system by which to allocate a course release once the agreed upon number of points has been earned.

The department offers course release credit for the following instructional activities that are not part of the faculty member's regular teaching load of five (5) course equivalents.

TABLE 1. POINT ACCUMULATION FOR INSTRUCTIONAL CREDIT TO BE EARNED FOR INSTRUCTIONAL ACTIVITIES

ACTIVITY	POINTS EARNED
Directing a UVM PhD (awarded upon the student's completion of the defense, regardless of outcome)	4
Directing a UVM M.A. or M.S. thesis (awarded upon the student's completion of the defense, regardless of outcome)	3
Serving as an Honors thesis advisor (awarded upon the student's completion of the defense, regardless of outcome)	2
Supervising a 3-credit graduate readings and research (1/3 of a point per credit hour per person)	1
Supervising a 3-credit undergraduate readings and research (1/3 of a point per credit hour per person)*‡	1
Directing a 3-credit internship in the Vermont State Climate Office (1/3 of a point per credit hour per person)	1

* Certain internships that require significant faculty supervision may qualify for the equivalent points as an undergraduate readings and research, pending written application to and approval by the Chair.

‡ This provision is intended for research-focused independent studies and does not include supervising a teaching assistant.

Although the department sets no limits on individual decisions by faculty to supervise student work, all supervised student work must be reported to the Chair and department administrator by the end of the 'add' period of every semester for tracking purposes, AND a faculty member may accrue no more than six (6) points per academic year.

One course equivalent = 18 points, accumulated through any combination of the above, to be exercised as a course release no more than once every three (3) years, retroactive to the beginning of AY 2011-2012.

When a faculty member has accumulated 18 points, he or she will present the request for the course release to the Chair in writing, including details on the manner and timing within which the points were earned. The timing of the faculty member's course release will be negotiated with the Chair but must be honored within two (2) years of being earned, unless sabbatical or

Approved G. Nunley

other leaves or departmental teaching needs necessitate the delay of its use (to be determined by the Chair in consultation with the faculty member). Instructional capacity lost due to these course releases may be addressed by increased capacities in other departmental course offerings in the event that the College of Arts & Sciences or the University does not provide the financial resources to replace the course(s) lost.

The department will develop a system for tracking and accounting for the points accumulated.

CAS	Geology 52170
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Art. 16.15	Art. 16.17	Art. 16.18	Notes
N/A	November, 2012	November, 2012	
Not submitted	Provost Approved	Provost Approved	

Additional Info:

Approved G. Nunley

GEOLOGY DEPARTMENT POLICY STATEMENTS, November 2012

Course equivalency guidelines for mentoring and non-compensated instructional activities

A provision in the most recent contract requires that faculty receive instructional credit for non-classroom teaching and mentoring activities. The Department of Geology proposes to use a point system to address credit for such activities.

Based on the type of activities prevalent in the Geology Department, the following compensation system was designed to address workload related to:

- Post-doctoral student mentoring: ½ point
(Requires approval from the Chair. Mentoring activities must be clearly documented)
- PhD student thesis supervision (after successful completion): 3 points
- Masters student thesis supervision (after successful completion): 2 points
- Undergraduate student Honors thesis supervision (after successful completion): 1 point
- Above average mentoring (i.e., more than one student per year) of undergraduate research and fieldwork activities (GEOL 197, GEOL 198, and GEOL 201; all 3 credits minimum): ½ point

Deleted: all

A faculty member may accrue no more than 12 points within a period of 2 academic years. The course equivalency should be used within 2 years of reaching the CE target (12 points for courses that count as 1 CE and 24 points for release from courses that count as 2 CEs).

- Requests should be made in writing prior to the Chair's request for the next year's teaching preferences.
- Approval is contingent upon the ability of the department to accommodate the request as decided by the Chair and approved by the Dean, but the request must be accommodated within two years.
- Instructional capacity lost due to these course releases may be addressed by increased capacities in other departmental course offerings in the event that the College or University does not provide the financial resources to replace the course(s) lost.
- Once one accrues 12 points, she/he begins to count toward a second course release (or towards release from a 2 CE course).

Equivalencies for instruction in large enrollment classes

All large-enrollment Geology courses (200-300 seats) equal 2 course equivalents. For example, due to their large enrollments and the need to supervise 6-8 GTAs who run the labs (GEOL 001) or discussion sections (GEOL 007), Geology 1 and 7 each equal two course equivalents.

CAS	German & Russian 52180
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Art. 16.15	Art. 16.17	Art. 16.18	Notes
N/A	Submitted/Date not available	Submitted/Date not available	
Not submitted	Provost Approved	Provost Approved	

Additional Info:

Department of German and Russian

Departmental Guidelines on Workload and Course Equivalencies

1. Full-time workload for tenure track faculty consists of five course equivalents per academic year. No more than two courses per semester should be for 4 credits with a meeting pattern of four hours per week.
2. Full-time workload for non-tenure track faculty consists of eight course equivalents per academic year. No more than two courses per semester should be for 4 credits with a meeting pattern of four hours per week.
3. A course with an enrollment of 108 and above after the end of the add/drop period shall count as two course equivalents.
4. Faculty members supervising an honors thesis or a master's thesis will receive 3 bonus points per thesis. A faculty member may not direct more than three honors theses per year.

Faculty members conducting a 3-credit independent reading and research will receive 1 bonus point per semester. Faculty members planning to conduct independent reading and research should seek approval of the chair. A faculty member may not offer more than two 3-credit independent reading and research.

A faculty member who receives 15 bonus points shall be granted a course release within two years of having amassed the points. The timing of the faculty member's course release will be negotiated with the Chair. The department will develop a system for tracking and accounting for the points accumulated.

Course releases will not affect resource requirements by the department in order to meet enrollment targets.

CAS	History 52200
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Art. 16.15	Art. 16.17	Art. 16.18	Notes
N/A	N/A	Submitted/Date not available	Only date listed is original proposal date.
Not submitted	Not submitted	Provost Approved	

Additional Info:

DRAFT
DEPARTMENT OF HISTORY GUIDELINES
ON COURSE EQUIVALENTS FOR LARGE CLASSES

REVISED FROM SPRING 2012 PROPOSAL

- 1) All classes with capacities below 100 receive a course equivalency of one. Normally, these classes range in size from 15 (the standard for 200-level seminars) to 20 (for History Methods), to 40 (the normal capacity for other 100-level classes).
- 2) Classes with capacities between 100 and 199 (usually 108) carry a course equivalency of two. These classes can expect a teaching assistant.

CAS	Music 52250
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Art. 16.15	Art. 16.17	Art. 16.18	Notes
N/A	N/A	N/A	
Not submitted	Not submitted	Not submitted	

Additional Info:

CAS	Philosophy 52260
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Art. 16.15	Art. 16.17	Art. 16.18	Notes
N/A	Submitted/Date not available	Submitted/Date not available	
Not submitted	Provost Approved	Provost Approved	

Additional Info:

Department of Philosophy: Course Equivalency Policy

The following policy will take effect upon approval. The chair will be responsible for keeping track of the number of students, student equivalents, and course equivalents taught by each faculty member each semester and will notify each faculty member of their numbers each semester.

Number of Courses:

The normal teaching load (prior to any approved teaching releases) for an academic year is 5 course equivalents for each full-time tenured or tenure-track faculty member, including repeat sections of the same course, taught on a 3-2 or 2-3 basis over Fall and Spring semesters. The normal teaching load for each full-time lecturer is 4 course equivalents per semester. Every course in the department counts as 1 course equivalent, with the following exceptions.

- a) Each course with a course capacity that is at least 100 counts as 2 course equivalents.
- b) Readings and Research courses (PHIL 197, PHIL 198, PHIL 297 or PHIL 298) and supervision of Honors Theses (HON 242 or HON 243) count as 0 course equivalents.

Number of Students:

The chair will assign course capacities to ensure that every faculty member teaches approximately the same average number of student equivalents per course equivalent over time as every other faculty member. For each course with an enrollment of n that a faculty member teaches (where 'enrollment' refers to the number of students enrolled at the end of the add/drop period), whether offered in a classroom, online, or as a hybrid course, the faculty member earns credit for teaching n student equivalents, with the following exceptions:

- a) **Honors Thesis Supervisors:** If a faculty member serves as the supervisor for an Honors Thesis (HON 242 or HON 243), this counts, for each semester and each such student, as 10 student equivalents.
- b) **Honors Thesis Readers:** If a faculty member serves as a reader for an Honors Thesis, this counts as 0 student equivalents.
- c) **Readings and Research:** If a faculty member instructs a student in a Readings and Research course (PHIL 197, PHIL 198, PHIL 297 or PHIL 298), the faculty member may request that the student count as more than 1 student equivalent, giving reasons that this is merited in the particular case. The chair will then consult with another faculty member of the chair's choice and determine how many student equivalents, from 1 to 5, the student will count as. A student may enroll in a Readings and Research course only with the approval of both the department chair and the faculty member who instructs the student.
- d) **Large Courses:** It is possible to teach large courses in philosophy only because faculty modify the course so that the instructional effort per student is lower than for ordinary courses. For this reason, if a faculty member teaches a course with a course capacity that is at least 100 and an enrollment of n , the students in that course count as n minus 35 student equivalents.
- e) **TAP Courses:** TAP courses are writing intensive and involve an extra commitment to extraordinary advising duties, so the instructional effort per student is higher than for ordinary courses. For this reason, if a faculty member teaches a TAP course with an enrollment of n , the students in that course count as 1.5 times n student equivalents.

- f) **Honors Courses:** Honors courses are writing intensive, so the instructional effort per student is higher than for ordinary courses. For this reason, if a faculty member teaches an Honors course with an enrollment of n , the students in that course count as 1.33 times n student equivalents.

Course Levels:

Full-time tenured or tenure-track faculty members will typically teach one intermediate level course per academic year and one advanced level course per academic year.

CAS	Political Science 52280
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Art. 16.15	Art. 16.17	Art. 16.18	Notes
N/A	March 23, 2012 (Revision date)	May 9, 2012 (Revision date)	
Not submitted	Provost Approved	Provost Approved	

Additional Info:

Political Science Department
University of Vermont

Policy on Class-size equivalencies:

1. All classes with capacities below 100 are given a course equivalency of one. Normally these classes range in size from 17 (the normal capacity for 200-level seminars) to 41 (the normal capacity for other 'regular'-sized classes).
2. Classes with capacities between 100 and 199 (usually 108) are given a course equivalency of two. Classes with capacities greater than 150 can expect an undergraduate teaching assistant for that class.
3. A credit of one course release is given to the Director of Undergraduate Studies who handles administrative duties related to transfer credit, study abroad approvals, representation of the Department at Admitted Student days, supervision of the Departmental Honors program and the like.
4. For courses co-taught by two faculty members, each is given a course equivalency credit of .5 if the course capacity is under 100 or 1.0 if the course capacity is between 100 and 199.
5. The normal work load for faculty under these rules is 5 course equivalents per academic year, excepting sabbaticals and a 2-course equivalency reduction for junior faculty during one pre-tenure semester that allows relief from all teaching. New tenure-track hires also normally receive a 1-course equivalency reduction during the first year of service. Full-time lecturers, by College policy, have a load of 8 course equivalents per academic year.
6. Faculty eligible for parental leave are allowed relief from all teaching duties during one semester under terms and conditions specified by the UA contract.

Political Science Department
University of Vermont

Policy on Class-size equivalencies:

1. All classes with capacities below 100 are given a course equivalency of one. Normally these classes range in size from 17 (the normal capacity for 200-level seminars) to 41 (the normal capacity for other 'regular'-sized classes).
2. Classes with capacities between 100 and 199 (usually 108) are given a course equivalency of two. Classes with capacities greater than 150 can expect an undergraduate teaching assistant for that class.
3. A credit of one course release is given to the Director of Undergraduate Studies who handles administrative duties related to transfer credit, study abroad approvals, representation of the Department at Admitted Student days, supervision of the Departmental Honors program and the like.
4. For courses co-taught by two faculty members, each is given a course equivalency credit of 0.5 if the course capacity is under 100 or 1.0 if the course capacity is between 100 and 199.
5. The normal work load for faculty under these rules is 5 course equivalents per academic year, excepting sabbaticals and a 2-course equivalency reduction for junior faculty during one pre-tenure semester that allows relief from all teaching. New tenure-track hires also normally receive a 1-course equivalency reduction during the first year of service. Full-time lecturers, by College policy, have a load of 8 course equivalents per academic year.

[Adopted at the department meeting of March 23, 2012; amended by e-mail vote October 2012]

Political Science Department
University of Vermont

Policy on Course equivalencies for thesis supervision, independent study and internships:

- a) A faculty member will be eligible for one course equivalent release upon the completion of 10 units worth of thesis supervision, readings and research supervision and internship supervision. Units will be counted as follows: completed thesis supervision – 1 unit; completed one semester readings and research – 1/3 unit; supervision of UVM-funded summer readings and research projects (where faculty member is not already receiving compensation for his or her work) – 1/3 unit; internship supervision – 1/12 unit.
- b) The registrar will be the final arbiter of whether a supervision has been completed, viz. credit is given to the student for the work undertaken.
- c) The Chair will decide when, as close to the completion of 10 units as possible, the faculty member may have the course release, taking into account the curricular needs of the department. Normally, the department expects that there will be one course release granted per semester.
- d) Course releases will not affect resource requirements by the department in order to meet enrollment targets.

Adopted as amended at department meeting of May 9, 2012

Political Science Department
University of Vermont

Policy on Course equivalencies for honors thesis supervision, independent study and internships:

- a) A faculty member will be eligible for one course equivalent release upon the completion of 10 units worth of honors thesis supervision, readings and research supervision and internship supervision. Units will be counted as follows: completed honors thesis supervision – 1 unit; completed one semester 3-credit readings and research – 1/3 unit (fewer credits pro-rated); supervision of any UVM-funded, non-credit summer research project (where faculty member is not already receiving compensation for his or her work) – 1/3 unit; any completed one semester internship supervision – 1/12 unit.
- b) Department policy advises faculty to take on no more than two honors thesis supervisions in a year, but under some circumstances faculty may choose to do more than two. As part of the chair's existing responsibility to assign curricular duties, the chair will monitor faculty non-classroom teaching loads to assure quality instruction is being provided.
- c) The registrar will be the final arbiter of whether a supervision has been completed, viz. credit is given to the student for the work undertaken.
- d) The Chair will decide when, as close to the completion of 10 units as possible, the faculty member may have the course release, taking into account the curricular needs of the department. Normally, the department expects that there will be one course release granted per semester.
- e) Course releases will not affect resource requirements by the department in order to meet enrollment targets.

[Adopted as amended at department meeting of May 9, 2012; further amendments approved by e-mail vote October 2012]

CAS	Psychological Science 52290
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Art. 16.15	Art. 16.17	Art. 16.18	Notes
N/A	September 19, 2012 (Revision date)	September 19, 2012 (Revision date)	
Not submitted	Provost Approved	Provost Approved	

Additional Info:

Course Equivalents Policy for Tenure Track Faculty and Lecturers

(Revised September 19, 2012)

A: Normally a full-time tenured/tenure-track faculty member will be assigned 5 course equivalents (CEs) per academic year. A full time lecturer will be assigned 8 CEs per academic year.

B: Unless otherwise provided for, the number of CEs awarded for different courses is summarized in the following table.

Course Equivalents Table

	N < 100	N > 99	
	1 or more sections in a semester or AY	1 section	Additional sections within a semester
3-credit course	1.0 per section	2.0	1.0
Course with lab*	1.5 per section	2.5	1.5
Doctoral student supervision	1.0		

* Current regularly offered lab courses include Psyc 110, Psyc 221, Psyc 340 and Psyc 341. Other lab courses may be offered as resources are available.

In order to avoid year to year fluctuations in CEs awarded for a particular course, enrollment shall be defined as a rolling average across the last three offerings of the course (not counting evening division or summer term offerings). If the rolling average falls below 100, the course would count as 1 CE.

C: One course equivalency per departmental tenure-track faculty will be allocated for doctoral supervision when and only when the following criteria are met (revised Nov. 2007):

- The tenure track faculty member is serving as research advisor of two or more active doctoral students. The faculty member must be primary research advisor for at least one of these students. Supervision of the additional student(s) may include theses/dissertations research, preliminary examination projects, and other doctoral student pilot research that contributes and leads to the doctoral degree.
- The determination of doctoral student supervision load will be calculated by assessing the average doctoral supervision and participation over the previous 2-year period, to allow for fluctuations caused by student degree completion, program departures, etc. over the course of time. During the first year back from a sabbatical or other approved faculty leave, the faculty member may choose to calculate average doctoral student supervision load omitting the sabbatical year (i.e., using the 2-year period prior to the sabbatical leave).
- Full-time tenure track faculty who are new to UVM will receive one course equivalency for doctoral student supervision in each of their first two years at UVM (whether or not they reach the criterion

Approved G. Nunley

described above) as they establish their research program and actively recruit doctoral students to be involved in their research.

D: One course equivalency for departmental tenure-track faculty will be allocated for 12 points of accumulated Honors Theses, Independent Studies, and Readings & Research according to the following allocations.

Activity	Points
Honors Theses (248, 249) Points are awarded only if the student proceeds to the oral defense; successful defense of the thesis is not required	2
Independent Study (197/198)	0.5 per 3 credits of 197/198 with a maximum of 1.0 points per year)
Graduate Readings and Research (385) [restricted to in-depth, structured readings courses that are outside of the student's specific area of scholarship. The student and faculty must meet at least weekly and the activities must lead to a substantial academic product such a paper, presentation, etc.; single readings courses that enroll multiple students count as 1 point]	1.0 per 3 credits with a maximum of 1.0 points per semester

- A faculty member may earn no more than 6 points in any single academic year.
- The course equivalency must be used within 2 years of accumulating 12 points.
- The timing of the use of the course equivalency within the 2 year window will be at the discretion of the Department chair.
- “Instructional capacity lost due to these course releases may be addressed by increased capacities in other departmental course offerings in the event that the College or University does not provide the financial resources to replace the course(s) lost.”

CAS	Religion 52300
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Art. 16.15	Art. 16.17	Art. 16.18	Notes
N/A	Submitted/Dates not available	October 5, 2007	
Not submitted	Provost Approved	Provost Approved	

Additional Info:

**DRAFT OF RELIGION DEPARTMENT EQUIVALENCY STANDARDS
FOR ADVISING THESES, INDEPENDENT STUDY
(READINGS & RESEARCH), AND INTERNSHIPS**

Religion Department faculty members will receive instructional credit for advising Honors theses, readings and research, and internships according to the following point system:

- supervision of an undergraduate Honors thesis that is successfully defended equals 2 points
- supervision of an undergraduate Honors thesis that does not pass the defense will be converted to two 3-credit readings and research courses, which together equal 2 points
- supervision of a 3-credit readings and research course equals 1 point
- supervision of a 1- or 2-credit readings and research course equals 1/3 or 2/3 of a point, respectively
- supervision of a one-semester, 3-credit internship equals 1 point.

Department faculty members who accumulate a total of 10 points are eligible to receive a one-course reduction in their teaching load; this course reduction must be used within five years after the conclusion of the semester in which the 10 points are accumulated. The department chair, in consultation with the eligible faculty member, will determine the course from which the faculty member is released, in keeping with the curricular needs of the department. Ordinarily, department faculty should not undertake more than nine credits of such independent study advising in any academic year; any independent study advising beyond this level is permitted only with the prior approval of the department chair. The supervision of undergraduate teaching assistants enrolled in REL190-191 does not count toward a course reduction.

The seats linked to the course from which the eligible faculty member has been released will be redistributed to other tenure-track faculty teaching in the department that year in the event that the college or university does not have the financial resources to make up for the course release.

Religion Department
Course Equivalency Policy

Provost Approved

October 5, 2007

All tenured and tenure-track faculty in the Religion Department carry a five-course teaching load each academic year, except for faculty who teach a reduced course load because of administrative responsibilities (e.g., the department chair and the current director of the Integrated Humanities Program). All courses count as one course equivalent, except those that have an enrollment of 100 or more students. In the latter case, such courses count as a two-course equivalent.

CAS	Romance Languages & Linguistics 52310
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Art. 16.15	Art. 16.17	Art. 16.18	Notes
Submitted/Date not available	Submitted/Date not available	Submitted/Date not available	
Provost Approved	Provost Approved	Provost Approved	

Additional Info:

DEPARTMENT OF ROMANCE LANGUAGES AND LINGUISTICS, UNIVERSITY OF VERMONT

COURSE EQUIVALENCY POLICY FOR LARGE CLASSES

In the Department of Romance Languages and Linguistics, 3-credit courses enrolling 100 or more students by the end of the add/drop period count as two course equivalencies.

ONLINE / HYBRID COURSE GUIDELINES

In the Department of Romance Languages and Linguistics, face-to-face instruction is the primary mode of teaching. We also recognize that online teaching can serve as a useful element of the department's teaching mission. Although courses taught in a Romance language may not be taught fully online, elementary-level language courses may include a hybrid component. Linguistics, World Literature, and GRS courses may be taught online under particular circumstances. These guidelines are meant to ensure that the teaching of online and hybrid courses remains consistent with our standards for face-to-face course offerings.

1. All online courses must meet the same curricular standards as face-to-face courses, including time commitment expectations for a semester credit hour (45 hours per credit, per semester). These hours should include 15 instructor contact hours per credit, per semester, and 30 hours of preparatory activities. (A semester hour consists of 50 minutes.)
2. All courses offered under the same number should meet the same curricular standards, regardless of the mode of delivery (face-to-face, online, hybrid, etc.).
3. Selection of a delivery mode for a course shall be based on pedagogical and student-access considerations and not solely on faculty or administrative convenience. Courses taught through Continuing Education, which reach out to students who cannot take our regularly scheduled face-to-face classes, represent one such justification for online teaching.
4. Faculty requests to offer a course using an online or hybrid delivery mode must be made in writing and vetted by the department Chair with advice from appropriate department committees. If the Chair decides not to allow a course to be offered in an online or hybrid delivery mode, the faculty member may request a written explanation justifying the decision.
5. Requests from a Chair for a faculty member to offer a course online or as a hybrid are subject to the explicit agreement by the faculty member to this assignment. The faculty member should expect to receive the support and training necessary to implement this delivery mode for the course.

DEPARTMENT OF ROMANCE LANGUAGES AND LINGUISTICS, UNIVERSITY OF VERMONT

POLICY FOR THE COMPENSATION OF NON-CLASSROOM TEACHING

In the Department of Romance Languages and Linguistics, faculty members receive instructional credit for advising Master's theses, Honors theses, readings and research, and internships according to the following point system:

- supervision of Master's thesis that is successfully defended equals 3 points; if 2 people co-direct a Master's thesis, the points are split between them (1.5 each)
- supervision of a Master's research paper that is approved equals 1.5 points (for M.A. students in French, 2 of these may be completed instead of a Master's thesis)
- supervision of an undergraduate Honors thesis that is successfully defended equals 2 points
- supervision of an undergraduate Honors thesis that does not pass the defense will be converted to two 3-credit readings and research courses, which together equal 2 points
- supervision of a 3-credit readings and research course equals 1 point
- supervision of a 1- or 2-credit readings and research course equals 1/3 or 2/3 of a point, respectively
- supervision of a one-semester, 3-credit internship equals 0.5 point.

When faculty members have accumulated 12 points, they are eligible to receive a course reduction and will present their request to the Chair in writing, with details as to how and when the points were earned. The timing of the course release will be negotiated with the Chair (and approved by the Associate Dean for Enrollment Management as part of the Department's enrollment management negotiations for the year) but must be honored within two years. Readings and research courses and internships always need to be approved in writing by the department Chair. Faculty members shall not accumulate more than 4 points in any academic year; any non-classroom teaching beyond this level will not result in additional points.

In the event that the college or university does not have the financial resources to make up for the course release, the seats linked to the course from which the eligible faculty member has been released will be redistributed to other tenure-track faculty teaching in the department that year.

CAS	Sociology 52320
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Art. 16.15	Art. 16.17	Art. 16.18	Notes
N/A	N/A	N/A	
Not submitted	Not submitted	Not submitted	

Additional Info:

CAS	Theatre and Dance 52330
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Art. 16.15	Art. 16.17	Art. 16.18	Notes
N/A	Submitted/Date not available	Submitted/Date not available	Combined Theatre and Dance Fall 2019
Not submitted	Provost Approved	Provost Approved	

Additional Info:

DEPARTMENT OF THEATRE

LARGE LECTURE COURSE EQUIVALENCIES

The department considers 100 seats to be the break line between one course equivalency and two.

EQUIVALENCY STANDARDS FOR ADVISING THESES, INDEPENDENT STUDY (READINGS & RESEARCH/PROFESSIONAL PREPARATION), AND INTERNSHIPS

Department of Theatre faculty members will receive instructional credit for advising Honors theses, readings and research, professional preparation and internships according to the following point system:

- Supervision of an undergraduate Honors thesis (6 credits supervised over the course of one academic year) equals 2 points
- Supervision of a 3-credit readings and research course equals 1 point
- Supervision of a 1- or 2-credit readings and research course equals 1/3 or 2/3 of a point, respectively
- Supervision of a one-semester, 3-credit internship equals 1 point.
- Supervision of a 3-credit professional preparation equals 1 point
- Supervision of a 1- or 2- credit professional preparation equals 1/3 or 2/3 of a point respectively

Department faculty members who accumulate a total of 10 points are eligible to receive a one-course reduction in their teaching load; this course reduction must be used within two years after the conclusion of the semester in which the 10 points are accumulated. The department chair, in consultation with the eligible faculty member, will determine the course from which the faculty member is released, in keeping with the curricular needs of the department. Department faculty should not undertake more than nine credits of such independent study advising in any academic year; any independent study advising beyond this level is permitted only with the prior approval of the department chair.

The seats linked to the course from which the eligible faculty member has been released will be redistributed to other tenure-track faculty teaching in the department that year in the event that the college or university does not have the financial resources to make up for the course release.