A1. School of Business Course Load Policy
February 6, 2024 – Valid for AY 2024-25

Per University policy, the teaching load calculation starts from 8 courses per year; that is the hypothetical load for faculty who have teaching responsibility, but limited responsibility for research, administration or service. In the School of Business, we adjust this teaching load using our course load policy, which is in line with the university's guidelines for faculty workload and incorporates a point system driven by the School's strategic plan.

As a fast-rising business school, it is important to increase the level of high-impact research. This is also a major goal of our strategic plan. To achieve this, we need to focus on the impact of our publications and the growth and success of our Ph.D. program. Also, the reputation of the school among peer institutions is based to a large extent on our publications in high-quality business journals and on the placement of our doctoral graduates. The achievement of these objectives will also be critical in maintaining our accreditation. In recent years the number of high-quality (FT50, UTDallas24, BW20) publications has increased significantly, the Ph.D. program has improved, the number of incoming Ph.D. students has grown, and a good number of our doctoral graduates have obtained TT positions in AACSB-accredited institutions. We need to continue these trends. We encourage faculty to focus on research publishable in the FT50/UTDallas24/BW20 journals, to attract funding that will grow the doctoral program, and to assist our doctoral graduates find good positions at other universities. The school's course load policy creates a point system that encourages both the quantity and quality of scholarship, while valuing academic and administrative activities that increase the reputation of the school.

Tenure-track faculty require initial course relief to establish publication and funding pipelines, if funding is reasonably achievable in their management discipline. Tenured faculty should be provided course relief to maintain and grow research activity, and achieve a highly active level of publication. Success in research by our faculty will help build the reputation of the School and benefit the School's academic programs and relationship to industry. It will also help attract and retain the very best available scholars.

Specific goals for the plan are given below, followed by details of the publication point system and the course load policy.

1. **Tenure track (TT) faculty**
    a. Market considerations dictate the initial teaching loads for academically qualified junior faculty. Current conditions require that starting TT faculty at the Assistant Professor level joining the school with less than 3 years of full-time academic experience are to maintain a course load of three (3) courses per year during their initial four-year appointment. Coupled with their pipeline before joining the school, this should enable them to achieve a record of accepted papers by the end of their initial appointment at Stevens. It should also enable them to develop the preparations (preps) for the courses they will be teaching during these years and prepare and submit proposals for external research funding. TT Assistant Professors may cover their teaching obligations in one semester, if the schedule allows it.

    b. For their next two-year reappointment, assuming they maintain "Scholarly Academic (SA)"[1] status, they should be provided two course releases to encourage publication, two additional course releases upon demonstration of an "Active (A)" level of publication activity, plus an additional course release if they are "Highly Active (HA)." In addition, course releases could be earned for grant awards, service, academic contributions, etc. During their renewal (2-year) TT reappointment, a TT Assistant Professor will not teach more than 4 courses. After these 2 years, the course load will be as calculated according to the workload policy.

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[1] SA refers to the 2020 AACSB faculty classification of Scholarly Academic. The other classifications are: Scholarly Practitioner (SP), Practice Academic (PA), Instructional Practitioner (IP), and Additional. For more, see the "*School of Business Definitions of Faculty Sufficiency Qualifications*" document (February 6, 2024).

c. Grant awards may also be grounds for further course release, either directly through time release (12.5% salary + benefits + overhead) for the first course and (15% salary + benefits + overhead) for a second course or indirectly through the financing of a full-time Ph.D. student in the School of Business. Financing and supervising a Ph.D. student in the School of Business will result in one course relief, as this takes additional effort. These activities also advance the School's objective of increasing the number of Ph.D. students in our Doctoral program.

2. Tenured (T) faculty

a. Tenured faculty qualified at the Scholarly Academic (SA) level will receive one (1) course release.

b. Tenured faculty publishing in the Active (A) category will receive two (2) more course releases, while tenured faculty publishing in the Highly Active (HA) category will receive an additional release of one (1) course.

c. The emphasis of the School for research is on top publications. However, applying and getting new research grants that support PhD students also provides some course release. Specifically, leading large (>$100K) proposal efforts for competitive calls issued by external organizations such as NSF, NIH, DOD and DARPA provide one-quarter (0.25) course release. Resubmissions or extensions of grant applications do not carry any course release. If grants are received, they can provide course release either directly through payment for time release (12.5% salary + benefits + overhead) for the first course and (15% salary + benefits + overhead) for a second course, or indirectly with one (1) course release through financing a Ph.D. student in the School of Business. **Note**: only external grants that go through Stevens (OSP, or Development office) and only grants that propose supporting Ph.D. students are considered for course release purposes. Internal grant applications (e.g., to CRAFT) do not qualify for course release.

d. Faculty are expected to serve on academic committees and advise students as part of their normal duties. Some course release may be provided for particularly intensive committee appointments, especially if the faculty member serves as the Chair of such committees, and/or for advising a significantly larger proportion of students, and/or for running large centers or leading large, funded research efforts that support Ph.D. students.

e. Course release may be provided for administrative work, including running programs or academic areas. In order to help them build up their teaching and research activities, tenured faculty stepping down from senior 12-month administration appointments will be offered course releases proportionate to the number of years they have served in the 12-month appointments.

f. Course release may be provided for high visibility positions in the community and the profession, e.g., running a major conference (INFORMS, ICIS, ACM, AoM, AFA) or serving as an editor of an FT50 (-0.25) or of an ABS-listed journal (-0.15).

g. An effort will be made to ensure that publication-active tenured faculty will normally have a load of three to four courses per year. Lower loads can be achieved through exemplary publishing at the highly active level, from funded research, or from additional service. Tenured faculty with a load of 3 courses maximum may cover their teaching obligations in one semester, if the schedule allows it.

3. Non-tenure track (NTT) faculty

a. Non-tenure track faculty are encouraged to undertake research and maintain an SA level of publication, in which case they receive one (1) course release. NTT faculty who achieve "Active" (or "Highly Active") research classification (see section 5 below) receive a 1.50 (or 2.00, respectively) course release. In case SA status is not possible, NTT faculty are encouraged to pursue activities that will enable them to achieve a status of SP, IP, PA, and to do impactful work. In this case, they receive 0.25 course release.

b. They are also encouraged to undertake administrative roles (Program Director, etc.).

4. For all faculty

a. An effort will be made so that teaching assignments to a faculty member shall comprise a mix of undergraduate and graduate courses.

b. Some course release is given for scholarly recognition when this requires additional work by the faculty member (e.g., running a major conference, or serving on an editorial board). For example, serving as chair or

co-chair of a major conference carries a 0.25-0.50 course release, whereas serving on the steering or executive committee of such a conference carries a 0.10-0.20 course release. Similarly, serving on the editorial board of an ABS-classified journals carries a 0.15 course release, whereas serving on the editorial board of an FT50 journal carries a 0.25 course release.

c. Offering a Course by Application (CbA) requires specific approval from the Dean's office. A CbA does not count in the calculation of the faculty member's course load calculations. A CbA will carry a stipend for the faculty member if the same course is not offered as a regular course at about the same time as the CbA.

d. The entire teaching load of a faculty member must be covered within the fall and spring semesters, unless a request is made and approved by the Dean to cover part of the load in the summer term.

e. Extra load can be compensated or count as a carry-over for next year. Cancellation of an under-enrolled course section will result in a transfer of the faculty member's teaching obligation to a future semester.

5. Calculating the Strength of Publication Activity: The "Points-Plus" System

These calculations are based on a point system. This system changes over time and allows for ratcheting up the school's goals as the support for faculty increases. It also allows for the creation of incentives that focus on particular journals that align with the School's strategy and quest for national academic reputation. Publications will count from the year that an official acceptance letter is received from the journal editor for a specific horizon, as defined in the table below. More specifically, for the **AY 2024-25**, the 5-year horizon used for the SA classification will include papers accepted for publication during the five calendar years 2019-2023 (1/1/2019-12/31/2023). Similarly, for the Active and Highly Active classifications, the 3-year horizon will include papers accepted in the calendar years 2021, 2022, 2023 (i.e., in the period 1/1/2021-12/31/2023). The following table indicates the minimum number of points required to be classified in each of the three levels of publication activity.

Level of publication	Time window in years	Sum of points of accepted publications in the previous time window	Example
Scholarly Academics (SA)	**5** (1.1.2019-12.31.2023)	**5+**[2]	One ABS-3 and one ABS-2 in the last five years; Note: SA also granted to all within 5 years of Ph.D.
Active (A)	**3** (1.1.2021-12.31.2023)	**10+** including at least one ABS3	One FT50 plus two ABS-2 articles accepted in the last three years
Highly Active (HA)	**3** (1.1.2021-12.31.2023)	**18+** including at least one FT50[3]	Two FT50 and two ABS3 articles accepted in the last three years

The following rating system for publications in peer-reviewed journals is used:

a. A publication in an FT50/UTDallas24/BW20[4] journal "earns" 6 points.

b. If a journal is not in any of the above three high quality journal lists but is rated by ABS (1-4), then that number of the ABS classification is used as the number of points for the publication. Therefore, a publication in an ABS-1 journal "earns" 1 point, a publication in an ABS-2 journal "earns" 2 points, and so forth.

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[2] The + refers to additional intellectual contributions required, including books or book chapters, refereed conference proceedings, refereed papers in PRJs that are not in the above two categories, etc. A detailed list is provided in the "*School of Business Definitions of Faculty Sufficiency Qualifications*" document (May 26, 2020, revised February 6, 2024).

[3] To allow for transition to the new HA classification, faculty who have papers under review in FT50 journals by December 31, 2023, can get an extension of the current HA classification requirements (18+ points) for one additional year (AY2024-25).

[4] For a list of the FT50 journals, see here. For a list of the UTDallas 24 journals, see here. For a list of the top Business Week BW20 journals, see here. Given the dynamic nature of the FT50 journal list, the lists to be considered will be any of the FT50 journal lists between the year of submission and the year of acceptance of the article.

c. If a journal is not rated by ABS, but has an Impact Factor (IF) in Thomson Reuters Journal Citation Reports[5], the publication appearing in that journal "earns" the number that corresponds to the "closest integer" to the impact factor at the time (month, year) of the publication, e.g., if a journal's IF is 3.2 at the time the paper was accepted, then the number of points earned for a publication in that journal is 3, whereas if the IF is 3.7 then the number of points is 4. If the journal's IF > 4 then the number of points earned is 4. If a journal is ABS-listed and has an impact factor (which is the case with most ABS-listed journals), the publication appearing in that journal "earns" the number that corresponds to its ABS classification.

d. Papers published in journals not related to the school's disciplines, or published as short notes or communications will earn 50% of the points they would receive otherwise.

e. In general, faculty are highly encouraged to publish in FT50/UTDallas24 and ABS-3/4 journals.

f. Because of the length of the review process in FT50/UTDallas24 journals, manuscripts submitted to these journals that are in a Revise & Resubmit stage "earn" 2 points as long as they have not been in the pipeline for more that 3 years.

6. Committee work

- An important part of an academic's work is participating in the decision-making concerning academic programs, student success, etc. Every faculty member is expected to serve on the academic committees of the programs they teach in (e.g., QF, BI&A, etc.). All such committees should meet once per month to review issues that relate to curriculum, assessment of learning, initiatives for student success, internship and placement opportunities, lecture series, etc.

- Serving on other committees that are not program-specific (e.g., UCC, GCC, search committees) may earn course release equivalent to the time spent. Membership in most committees earns 0.15-0.20 course release.

- Serving on Institute, Board of Trustees or Senate committees, or chairing any of the school's major committees earns some course release.

7. Process

Each fall, the FAR process takes place. During the FAR process, information is collected from the FAR report and the CV of every faculty member relating to the teaching load. This information is used to calculate the teaching load for next year.

If the course release for the upcoming academic year results in a rational number with a decimal value, the course load release value will generally be rounded to the closest integer, and the difference will be carried over to be taken into consideration when the teaching load is determined for the following academic year(s). A minimum teaching load of two courses per year is required.

Teaching loads for an academic year are announced at the beginning of the spring semester of the previous academic year.

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[5] Note: Not the 5-year factor, but the column listed as *Impact Factor* in the Journal Citation Reports. Make sure that the journal is not a bogus one.

Course Load Calculation   **AY 2024-25**

		GUIDELINES	MAXIMUM ADJUSTMENT	8.0 COURSES
R **Research** **Support**	**TT1 - yrs 1-4**	Research support for incoming TT Assistant Professors with <3 years of full-time academic experience	**-5**	
		Research support for incoming TT Assistant or Associate Professors with ≥ 3 years of experience after the PhD. Must maintain SA.	**-5 in year 1 and -4 to-5 in years 2-4**	
	TT2 - yrs 5-6	Research support for TT faculty in years 4-6. Must maintain SA	**-2**	
		Maintain Active level of publication	**-2**	
		Maintain Highly Active level of publication	**-1**	
	T1	Maintain qualification level of SA	**-1**	
	T2	Maintain Active level of publication	**-2**	
	T3	Maintain Highly Active level of publication	**-1**	
	T4	Evidence of significant effort to secure major (>$100K) grants as PI/co-PI	**-0.25x / -0.20x**	
	T5	Supporting and supervising a Ph.D. student of the School of Business under sponsored research (per student)	**-1x**	
	T6	Lead a major center or large funded project	**-0.50 to -1**	
	T7	Scholarly recognition/contribution (major society conference leadership, editorial position, etc.)	**-0.15 to -1**	
	T/TT	Time release from research grants awards (12.5% salary + benefits + overhead) for the first course) and (15% salary + benefits + overhead) for a second course	**-1x**	
	NTT1	Maintain SA / Active / Highly Active level of publication	**-1 / -1.50 / -2.00**	
	NTT2	Maintain SP, PA, or IP level per AACSB	**-0.25**	
S **Service** **Support**	**S1**	Associate Dean	**-3 to -6**	
	S2	Program Director	**-1 to -2**	
	S3	Mentoring a TT faculty member	**-0.15**	
	S4	Area Coordinator	**-1**	
	S5	AACSB coordination / AoL coordination	**-1 to -2**	
	S6	Other responsibility assigned by the Dean	**-0.25 to -1**	
	S7	Participation in BoT, University or specific School committees	**-0.10 to -0.50**	
A **Academic** **Support**	**A1**	Development of a new 3-credit course for the instructor	**-0.25**	
	A2	Development of a new 3-credit course for the instructor and the school	**-0.50**	
	A3	Supervision of a PhD thesis in the School of Business (after Qualifying exams, and only if T5 is not in effect, and the student has not exceeded YR 6 in the school's PhD program)	**-0.25x**	
	A4	Placement of a PhD graduate in a TT position at an AACSB accredited institution	**-0.25x**	

* TT1 refers to the first 4-year appointment, whereas TT2 refers to the second 2-year appointment