

TIM WORKLOAD POLICY FOR TENURE-TRACK FACULTY

TIM tenured and tenure-track faculty members are granted research release time based on the following criteria. When applying for release time, the applications are reviewed by the Research Committee (RC) of the TIM Faculty Senate for recommendation to the Dean based upon the stated criteria. Release time is granted on the basis of the applicant's productivity, as well as the School's staffing, resources and instructional needs and cannot carry forward beyond the assigned academic year.

The maximum teaching load for University of Hawai'i Mānoa faculty according to Board of Regents Policy 9-16 is 24 credits (4/4 courses) per year. In TIM, a teaching load of 18 credits (3/3) per year are granted to tenure-track faculty, based on the expectations of on-going research and non-instructional activities which are of a significant or substantive nature in terms of service or creativity. Research-active tenure-track or tenured faculty, who publish regularly and/or obtain grants or contracts may be assigned 15 credits (3/2) per year without application. If these criteria are not met, then the teaching load is adjusted accordingly up to the maximum. Instructors are not entitled to apply for a research reduction since by definition a non-tenure-track faculty does not have research responsibilities.

An additional one-course release may be obtained by application, but the minimum teaching load is 2 courses per semester. A buy-out of courses may be granted when the faculty member receives a grant which provides funds to compensate a lecturer to cover a course. Buy-outs cannot go below a 6 credits teaching load (1/1) per year.

The criteria for a research active tenure-track or tenured faculty to receive a reduction below a 3/2 teaching load are:

1. Reductions for the production of scholarly research, in which it is documented that the applicant is responsible for a minimum contribution of 50% of the research and authorship of the publications. This must be substantiated by the co-author(s) in writing.
 - A. A reduction to a 2/2 course load may be obtained by only one of the following criteria:
 - 1) Faculty members who have had a refereed journal article published or accepted for publication in the previous academic year (defined as the state fiscal year) may receive a one course (2/2) teaching load for the coming academic year. This publication may not be used as a basis for teaching reduction in a prior or subsequent year. A copy of the article in its printed version must be attached. A letter of unconditional acceptance from the journal editor and manuscript is acceptable.
 - 2) Faculty members who have had more than one refereed journal article published in one of three previous academic years may receive a one-course reduction in the coming academic year, provided at least one article has not been used as a basis for teaching reduction in a prior year. This should be demonstrated by a printed version of the journal articles.

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- 3) Faculty members may also apply for a teaching reduction based on research equivalency as specified below. The RC will be responsible for determining whether equivalency requirements have been met. Both the printed version of the text and supporting documentation of the equivalency must be provided.
 - a) Authorship/co-authorship of a book related to the travel industry management field based on original research and analytical elements and provided that co-authorship is adequately documented.
 - b) Principal Investigator of an externally-funded research project approved by the UH Office of Research Services, provided the project specifications have been reviewed by the Research Committee for appropriateness to the travel industry management field.
- 4) In each of the above instances (1-3) no course reduction will be granted if a prior course reduction was provided specifically to produce the article(s) or work(s) which form the basis of the current application.

- B. A reduction to below a 2/2 course load may be obtained through a buy-out from an externally-funded research grant. The determination of sufficient merit to qualify for this reduction will be made by the RC based on the previous productivity demonstrated by the individual and the quality of the journals targeted for publication. This may also be demonstrated by national or international peer acknowledgement of significant scholarly contribution in the field by the project.

In the case of multiple authorship of journal articles, the RC will consider the contribution of the individual to the research and to the article in making their recommendation. An attachment to the application delineating the applicant's role in the publication with concurrence from the co-author(s) will aid the RC in making as fair a review as possible.

A faculty member applying for teaching reduction on the basis of research productivity may strengthen his/her case by describing how the released time, if granted by the dean, will be used to complete a current project in progress or a future one under consideration.

2. Reductions for newly hired tenure-track Professors.

Upon hire, a tenure-track, doctorally-qualified Assistant Professor (including ABD) will be granted a 2/2 teaching load for the first two years. If time in rank is granted upon hire, then this automatic reduction is shorted by the equivalent number of years granted. Associate and Full Professors are granted a 2/2 teaching load for one year after hire. No application is necessary for this teaching reduction, but there must be demonstrated activity in research to justify the reduction.

3. Reduction for administrative duties.

The Graduate Chair will be given one course reduction per academic year, unless the teaching load falls below the minimum of 2 courses per semester. Release time may also be granted for substantial administrative responsibilities at the discretion of the Dean.

Name: _____

**DOCUMENTATION OF JOURNAL ARTICLES
(Form JA)**

A. _____ Author, title journal name, volume number, dates, pages

B. _____ In-print copy

_____ Manuscript plus letter of unconditional acceptance

C. _____ Documentation for blind refereed

(1) _____ Cabell's

(2) _____ Publisher's statement in journal

(3) _____ Letter from editor

D. _____ If coauthored, your contribution

E. _____ Published version attached

Name: _____

**RESEARCH RELEASE TIME
(Form RRT)**

Check one:

- 1. _____ One refereed journal article or equivalent published in FY 2010-2011; document attached.
- 2. _____ One refereed journal article or equivalent accepted for publication in FY 2010-2011; document attached.
- 3. _____ Two or more refereed journal articles or equivalent published in FYs 2009-2011, one of which has not been used as a basis for a teaching reduction. (See 1.A.2 for detailed criteria.)
- 4. _____ Other; documentation attached.
- 5. _____ Applying for below 2/2; additional documentation attached.

Comments:

Recommended / Not Recommended:

Research Committee

Date

Recommended/ Not Recommended

Dean

Date