Professional Development Committee Course Reduction Guidelines

**Guidelines:** Faculty may apply for one or more course reductions (or for credit hour reductions worth less than one course) per year for:

1) **Scholarship:** Course reductions may be requested to support scholarly or creative endeavors. Special consideration will be given to requests based on scholarship activities that will help the applicant either initiate or complete a major creative project. Examples include books, major data collections, journal articles, and art exhibitions.

2) **Major outreach opportunities** such as those offering significant service to the public either locally, statewide, nationally, or internationally. Special consideration will be given to projects that will directly benefit residents of Richland County and our surrounding communities. Examples of such activities include involvement in summer or after-school academic or arts programs for pre-K-12 students, collaborating with community organizations, and serving on community boards.

3) **Major service obligations to the profession** including journal editorship, officer of a national scholarly association, organizing a conference, curating an artistic or other creative display, and similar activities.

4) **Teaching reductions** will be considered for (a) faculty who have routinely taught more than 18 credits per term (accumulating “banked credit hours”), (b) faculty whose *entire load* of courses consistently contain enrollment at least 50% greater than the campus average (currently defined as >152 students because the 2011-2012 average was 101 students/year), or (c) faculty who have supervised substantial non-compensated credits for independent-studies, research hours, honors thesis supervision, and other similar kinds of instruction (substantial defined as at least 24 undergraduate credit hours or 12 graduate credit hours, or faculty who have taught routinely taught over the previous three years 50% or more writing-intensive courses with average or above-average enrollment. Reductions on the basis of teaching may also be requested by faculty who seek to undertake substantial overhauls of more than one course or who are endeavoring to teach a topic previously not offered on our campus and not a part of the applicant’s previous teaching load.

**Application:** Please deliver 7 hard copies of the application form as well as an electronic copy to the PDC chair by November 1st. PLEASE use only the spaces provided for your responses. Applications with additional details and specifications are available in the Faculty & Staff Handbook.

**Evaluation and Awarding:** The PDC will rank all received applications both within and between course reduction categories. The Dean will make final decisions based upon PDC recommendations, the merits of individual applications, and budgetary/enrollment considerations. The Dean will also consult with Program Coordinators and the Associate Dean on final decisions to ensure that programmatic needs will be met. In some cases, the Dean may
approve an individual’s request but at a lower number of releases than originally requested (e.g., 2 course releases requested but only 1 granted), or for a different semester than requested.

This document is kept current by the Professional Development Committee. Revised prior to October 2017.