

SAINT LOUIS UNIVERSITY SCHOOL OF LAW FACULTY WORKLOAD & RESPONSIBILITY POLICY

Each faculty member in the law school is expected to engage in the instruction of law students, in scholarship, and in service to the school, legal profession and community. This document sets forth the standard expectations for the yearly law faculty workload for teaching, scholarship and service consistent with the Faculty Senate University Policy on Faculty Workload.

It is the Dean's responsibility to ensure that there is an equitable distribution of workload among the faculty. The distribution of each law faculty member's workload will be made on an annual basis by the Dean after individualized consultation with each faculty member. Although the guidelines outlined below will apply in the majority of cases, it is recognized that there will be circumstances in which the distribution of responsibilities for a faculty member will differ from the norm in order to meet the needs of the Law School or the individual faculty member. Section III outlines circumstances that may justify a variance from the standard workload.

Each Law School tenured and tenure-track faculty member is expected to spend between 40-50% of his or her time on teaching activities. Teaching activities include classroom teaching, preparation, grading, office hours, student counseling, supervision of moot court

heavy commitment in these areas of service may interfere with the effectiveness of a faculty member as a teacher and scholar. Each faculty member and the Dean should annually clearly define what the expectations will be for service. These expectations should include an estimate of the amount of time that should be devoted to the activity, the anticipated results of the service for the University, the law school, and the faculty member, and the means that will be used to assess the results of the service activity. In so far as possible, service activities should be undertaken that relate to the faculty member's teaching and scholarly activity and research. If these criteria are used when a service activity is undertaken and reviewed, then faculty and the Law School may achieve a more satisfactory ratio of teaching, scholarly activity and research, and service workload. Ideally, these responsibilities will be related so that they can support and enlighten each other.

Non-tenure track faculty are expected to spend between 60-80% of their time on teaching and advising. Such activities include classroom teaching, preparation, grading, office hours, student counseling, supervision of moot court teams and law journals, and general research related to the subject matter of the courses taught.

The standard teaching load for non-tenure track faculty is 12 hours or four courses per year.

Factors such as class size, new preparations, number of course preparations, creation of teaching materials, method of assessment, and modality of instruction, including

the level of supervision needed to assure that student-lawyers are providing adequate, zealous and ethical legal services.

heavy commitment in these areas of service may interfere with the effectiveness of a faculty member as a teacher and scholar. Each faculty member and the Dean should annually clearly define what the expectations will be for service. These expectations should include an estimate of the amount of time that should be devoted to the activity, the anticipated results of the service for the University, the law school, and the faculty member, and the means that will be used to assess the results of the service activity. In so far as possible, service activities should be undertaken that relate to the faculty member's teaching and scholarly activity and

service or instruction should mirror the replacement of salary support by externally funded salary support.

Assignment of additional time in areas of service and a consequent reduction in expectation for either scholarship or instruction should be directly related to the duration and expectations of the commitment. For example, individual faculty members may be released from the standard expectation in the area of instruction in order to make a major professional service contribution. Non-tenure track faculty may also be relieved of their standard expectation for scholarship. However, tenured and tenure-track faculty members may not be released from the minimum scholarship standard of one article every two years.