

This document is intended to guide equitable agreements between faculty members and chairs as they negotiate DOE, but not to impose inflexible formulas upon these agreements. DOE agreements should appropriately account for allocation of university resources, including faculty time, and should reasonably reflect the agreement between faculty and chair on assignments and workload.

TEACHING COURSES: All percentages represent a 3-credit hour course, except where noted.

Category	Percent DOE	
	9 month	12 month
UG or Grad Class, < 40 students	12.5%	10%
UG or Grad Class, 40-100 students	14%	11%
UG or Grad Class, > 100 students*	15%	12%
Studio Classes	18%	15%

Supplemental instructional DOE may be negotiated for the following:

Multiple lab sections (% per extra section taught)**	2%	2%
First time class preparations	Up to 5%	
First time distance education class preparation	Up to 10%	
Practicum and Clinical classes***	Depends on contact time; negotiable	
College service courses (e.g.: GEN 100, HES 400)	Extra +1% per credit hour	

* Instructors and chairs should come to agreement on whether extra DOE is warranted for very large classes, e.g. 200 or more students. TA support and other factors should be considered into the decision.

**For a class with a common lecture and multiple laboratory sections, the teaching DOE may be increased by 2% per lab section per hour of credit assigned. For example, for ABC 350 which has 2 hours of lecture each week and 1 hour of lab credit (2-3 hours contact time). The course has a common lecture section with 45 students and 3 different lab sections with 15 students in each. The total DOE for a 12 month faculty on this course would be 11% + 4% = 15% (reflects an UG class with >40 students and 3 lab sections). This also assumes that the instructor is doing all three labs. If labs are run by TAs, then this would not be the case.

*** The annual DOE for courses where faculty do not meet regularly with students is not tabulated like traditional courses. The DOE for these courses must be negotiated with department chairs. As an example, supervision of a clinical or practicum course where the instructor meets with students a total of 12 hours and collects reports from a site supervisor might warrant 3% or 4% teaching DOE for a 12-month or 9-month faculty member, respectively.

ADVISING:

Category	Percent DOE
Per UG student	.25%
Per graduate student committee*	.5%
Advising student organization, UG research, etc.	negotiated, typically 0-5%

*Not including thesis or dissertation research direction, which is normally included in the research assignment.

SPECIAL ASSIGNMENTS:

The most frequent Special Assignments are DGS, DUS, or Extension Coordinator. These are most frequently assigned 15% DOE, but maybe negotiated up to 20% with the chair or dean, as appropriate. University service, if it is substantial, may be justified for a DOE Special Assignment. For example, members of the University senate rarely negotiate a Special Assignment, but members of Senate council often agree on a 5-10% assigned DOE.

Annual Performance Review materials submitted should provide a clear indication of what the special assignment is and, when possible, include some indication of performance in that assignment.

Any DOE assignments below 5% are not feasibly evaluated and are usually more advantageous to a faculty member's evaluation when they are presented as measures of impact or recognition within a major area of assignment, e.g.: appointment to a university-level research committee is an indicator of research recognition.