

Office of the Dean

MEMORANDUM

To: Viterbi School Faculty
From: Timothy M. Pinkston, Vice Dean for Faculty Affairs *Timothy M. Pinkston*
Date: January 17, 2012
Subject: Extended Teaching Load Reduction for Assistant Professors

The Viterbi School of Engineering is committed to supporting its junior faculty in their efforts to establish leading research programs of a national caliber. Faculty mentoring, travel grants, NSF Career proposal review, and reduced teaching load are among the kinds of support provided for facilitating junior faculty development. To further encourage increased research productivity, the School is happy to announce an extension of teaching load reduction through years four and five for tenure-track Assistant Professors.

The current default teaching load for Assistant Professors is one course-equivalent during the first year on the tenure-track, two course-equivalents in years two and three, the equivalent of eight units each in years four through six, and the standard teaching load following year six. Effective retroactively this academic year, the reduced teaching load of two course-equivalents will continue in years four and five for junior faculty active in building their research program, which includes seeking and obtaining extramural funding, and supervising and supporting Ph.D. students. As in the past, tenure-track Assistant Professors are expected to have only limited service responsibilities and should not be overloaded with high-enrollment courses so that the time made available can be used to further their research while maintaining teaching excellence.

The new policy applies to new appointments and all current Assistant Professors. This policy is subject to change in the future at the school's discretion. The Dean may make individual exceptions.

Cc: Martin Levine
Dean's Senior Staff
VSoE Department Chairs