



Administrative Memo # 17 Teaching Policy

August 2013 [revised February 2014; reviewed w/o changes April 2022]

Purpose: To establish the minimum and equitable expectations for teaching by all tenured/tenure track faculty in support of the College of Forestry’s (CoF) teaching mission.

Background: CoF is widely recognized and respected for leadership in the three missions of the Land Grant University: Education, Research, and Outreach. Faculty assignments toward these missions are articulated in written position descriptions and updated annually.

Core Principles: This policy was developed based on the following core principles.

1. Students are central to the mission of CoF.
2. We recognize the need to increase the number of classes offered by CoF for the following reasons.
 - a. CoF’s teaching costs are highest across the University due to small program sizes.
 - b. There is a dearth of graduate and honors classes.
 - c. Multiple sections of some classes are needed due to increasing enrollment.
 - d. New courses will be needed for new undergraduate programs.
 - e. New Baccalaureate Core and service courses will help us become more integrated across campus and attract transfer students to our programs.
3. All classes offered by CoF should be taught by faculty members with professorial or instructor status.
4. The responsibility for teaching is shared equally by all faculty members and is part of all faculty members’ jobs.
5. Resident courses (on-campus and hybrid¹) are characterized by regular and significant in-person contact hours between students and the instructor of record throughout the course including classroom, lab, field, and office hour interactions.
6. Professors, instructors, and any other relevant college personnel are expected to provide regular opportunities to meet in-person with students in resident courses and with student advisees / mentees.
7. It is each department head’s (DH) responsibility to assign teaching for relevant faculty members consistent with other assigned responsibilities and the faculty member’s performance of those duties.

Minimum Teaching Load Policy: All tenured/tenure track faculty shall contribute CoF’s teaching mission:

- Faculty with 0.75 – 1.0 FTE appointments are expected to teach, at a minimum, an equivalent of three 3-credit classes / year².
- It is recognized that individual classes have different workloads. It is the DH’s responsibility to work with faculty to ensure that appropriate consideration is given for class size, number of labs, and other workload factors.
- Where special circumstances exist (faculty with large grad programs³, research chairs, professorships, administrative or Extension appointments, etc.) it is the DH’s responsibility to ensure fairness and transparency in making teaching assignments.
- Teaching assignments are made by the DH each year and published in June.
- The Dean, Associate Deans, and Director of Research will review each DH’s teaching allocations annually.

Effective Date: July, 2014.

- This policy will be phased in prior to its effective date.
- This policy will be reviewed in 2016 and every three years thereafter.

¹A hybrid course includes both regularly scheduled on-site classroom meetings and significant online out-of-classroom components that replace regularly scheduled class meeting time. --Approved by the Curriculum Council, March 12, 2012 <http://oregonstate.edu/admin/aa/apaa/hybrid-courses>

² DH’s are expected to adjust teaching responsibilities appropriately for reduced appointments.

³ A normal graduate student load would be 2-4 students. Faculty that desire to focus on graduate education can work with their DH to adjust their teaching load appropriately.