

Department of Environmental Science, Policy and Management
Teaching Load Policy February 2024

The teaching expectation for full-time faculty members in ESPM is two regularly scheduled courses per year, with at least one being a 3-unit (or greater) undergraduate course that fulfills the teaching needs of one of the five majors. The second course can be either a graduate course, a second undergraduate course, or a service course. While this expectation includes courses taught by diverse modalities (e.g., lecture, lab, seminar, flipped, or online), courses must contribute to the curricular needs of ESPM. This expectation excludes independent research/study courses (e.g., ESPM 195, 196, 197, 198, 199, 296, 298, and 299). New or “special topic” courses taught as ESPM 150 and ESPM 290 can count one time towards the teaching expectation, and then should be normalized with a permanent course number.

Each faculty member will formally associate with at least one of ESPM’s current five undergraduate majors. Each faculty and adjunct faculty member will annually submit a 3-year teaching plan for review by the Vice Chair for Instruction (VCI) and the Chair of ESPM. Each faculty member is expected to teach at least one undergraduate course per year that fulfills the teaching needs of one of the five majors.

Co-teaching a large or service course can count toward the undergraduate course requirement if approved by the Chair of ESPM when reviewing each instructor’s teaching plan. A list of large and service courses will be maintained by the VCI. In the future, we will evaluate policies to incentivize the teaching and co-teaching of large and service courses. Faculty members holding fractional appointments and adjunct faculty are expected to teach in at least one of the department’s undergraduate or graduate courses per year. In accordance with APM 280, adjunct faculty with 0% appointments are expected to teach at least one course or the equivalent each year (The campus stipulation is that this translates to the equivalent of 15 hours of lecture time per year).

We do not exempt faculty from teaching due to other departmental responsibilities with the exception of serving as the ESPM Chair. We do not allow faculty to buy out teaching unless they are on leave off campus without pay, which must be approved by the Chair and the Dean. Faculty may reduce their teaching load if they are serving in College or Campus roles which specifically provide teaching relief (such an Associate Dean or on the Budget Committee).

We will evaluate the implementation of this policy every three years and strive to maintain and improve its equity and effectiveness.

- Approved by faculty vote December 2023
- Clarification of teaching for adjuncts added January 30, 2024, approved by ESPM Council

*Corrections Feb 1, 2024