



DEPARTMENT OF PLANETARY SCIENCES  
LUNAR AND PLANETARY LABORATORY  
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MEMORANDUM

TO: Eugene H. Levy, Dean  
FROM: Michael J. Drake, Head and Director  
RE: PtyS/LPL Differential Teaching Load Policy

The faculty unanimously passed the following policy on September 26, 1994.

**Preamble:**

Tenured and tenure-track faculty in the Department of Planetary Sciences and Lunar and Planetary Laboratory have traditionally carried out distinguished research programs, have been unusually active in national and international professional capacities, and have developed innovative public school outreach programs. This profile of performance has led to an average teaching load of approximately three 3-unit courses every four semesters. During any given semester a few individual faculty members are relieved of teaching duties or carry reduced teaching duties in order to carry out other professional commitments, leading to an effective teaching load for the remaining faculty of approximately one 3-unit course per semester.

**Policy:**

All tenured or tenure-track faculty members who maintain active research programs, and who are active in additional activities such as national and international service or public school outreach, are expected to teach approximately three 3-unit courses every four semesters. Teaching will generally be at all levels, from freshman through advanced graduate classes.

It is recognized that the unusual nature of the field of Planetary Sciences places demands on some faculty that require modification of this general teaching load. Examples include such long lead time activities as being principal investigator or team leader on a space mission experiment, developing large ground-based facilities, and curriculum development.

Temporary release from teaching responsibilities will be negotiated with the Department Head. In general, release will involve the faculty member paying his or her salary with extra mural funds in order to allow for the employment of temporary faculty, else such release might place undue teaching loads on other members of the faculty.

Faculty who do not maintain active research programs and service or outreach activities will negotiate with the Department Head for an increased teaching load. The Faculty of Science policy for faculty who choose to emphasize teaching alone is three 3-unit courses per semester.

All substantial deviations from the normal teaching load of three 3-unit courses every four semesters will be agreed to in writing. Performance evaluations and any associated financial reward structure will be based on that written job description.