

**UAB Department of Health Services Administration**  
**POLICY ON REDUCED TEACHING EXPECTATIONS TO FOCUS ON PUBLICATIONS**

**FINAL VERSION: MARCH 20, 2018**

The Department of Health Services Administration will consider requests from faculty for time-limited reductions in teaching assignments in order to focus on publications.

**PROCESS:** During the Annual Review process, a faculty member may request a reduced teaching assignment during one or more semesters of the following year in order to focus on writing and submitting publications. The request will be made to the Department Chair during the Annual Review and goal-setting process or when circumstances change. The request should be closely aligned with the faculty member's annual and (in some cases) tenure and promotion plans.

Faculty members who wish to receive a reduction in their assigned teaching load in order to focus on publications must:

- (1) Be currently teaching at or above the level described by their contract and/or the average level for the Department.
- (2) Establish a goal (for example: number of papers submitted during the period) that is equal to or higher than the goal set for the previous year (that is, the teaching reduction will enhance their ability to generate publications).
- (3) Provide the Department Chair with a specific list ("pipeline") of refereed papers (or other form of publication) that will be submitted during the period of teaching reduction.
- (4) Provide a written report to the Chair and DRC within one month of the end of the reduced time of reduced teaching expectations.
- (5) Commit in writing to the understanding that the teaching load reduction is temporary.

**PRIORITIES:** Priority will be given to the following:

- (1) those seeking tenure (in particular, those whose tenure date is approaching);
- (2) those who have an especially heavy teaching assignment relative to their peers;
- (3) those who have not been successful in publishing recently (e.g., want to "re-boot");
- (4) those seeking promotion;
- (5) those with a particular publication deadline (e.g., writing or editing a book).

Priority will also be given to support collaborative research projects that involve multiple members of the Department.

**NOTES:** Since 2014, all newly hired faculty have been provided some period with reduced teaching expectations as part of the hiring and on-boarding process. A few faculty members have been given reduced teaching loads to focus on publications and research.