

V. TEACHING LOADS AND ADVISING

- A. The standard teaching load in most academic departments is three courses per semester, or six courses per year. Laboratory courses in the sciences count as one-half of a normal course. Other exceptions to the rule occur in departments which offer large numbers of activity classes (e.g., Physical Education and Music). In addition, faculty members in departments requiring senior theses/integrative essays/research projects for their majors may count this participation as one of their six yearly courses.

The faculty members of each department are expected to come to agreement on what constitutes their six-course responsibility, balancing the faculty's need for teaching preparation time and research (or other professional activity), with enhancement of the department's course of studies and their students' good.

If funds are available, students and, in rare cases, graduates may be hired by the College to assist instructors. However, instructors cannot relinquish any of their responsibilities to evaluate course work. The supervision of all scheduled class meetings and activities is the duty of the instructor. Students will be allowed to teach certain activity classes in the SSRA Department (e.g., Rock Climbing and Kayaking) if they receive the training appropriate to the activity as determined by the Provost and Dean of the Faculty. Faculty approval is necessary before students teach a class not previously taught by students.”

Reductions of load are possible in the following circumstances:

1. The Faculty Chair and the Committee of Division Chairs may reduce their load by one course per semester provided they have the concurrence of their department.
2. Faculty given special assignments by the Provost and Dean of the Faculty or with unusual professional responsibilities may petition the Provost and Dean of the Faculty for load reduction.
3. Tenure-track faculty may petition the Provost and Dean of the Faculty for a one-course reduction during their first year of teaching in the Core.

In all of the above cases replacement is not automatic but must be approved by the Provost and Dean of the Faculty in consultation with the Committee of Division Chairs.

- B. Academic Advising

Academic advising is an important element of excellent teaching at a liberal arts college. After their first year at Whitman, all faculty are expected to participate in the formal advising process which has two parts:

1. Pre-Major Advising

The Associate Dean of the Faculty assigns an advisor to each entering first-year student, giving consideration to his or her academic interests and probable plans.

2. Major Advising

When a student declares a major, he or she acquires an advisor from that major department. Some departments assign new majors to designated faculty; other departments allow the student to choose any member of the department.