

## English Department Independent Studies Policy

In order to recognize the significant contributions made by faculty directing independent studies for English students, and to support our undergraduate honors program (which requires students to pursue independent study) we are implementing the following policy, effective 9/04/07:

- i. For every SIX English independent studies a faculty member directs, that member of the faculty will be awarded a one course reduction in their regular teaching load.
- ii. This policy applies to all full-time, regular rank faculty with ongoing teaching appointments in the English Department.
- iii. This policy applies to undergraduate independent studies only. English 195T (tutorial) will count as equivalent to one independent study (English 191, 192, 198A, and 198B).
- iv. In accordance with our standing policies on independent studies, faculty members are limited to directing three such courses a semester. Instructors of independent study courses are expected to meet with the students enrolled at least once every two weeks during the fall or spring and at least once each week during a summer term. Students are expected to complete a substantive paper for the course (see page 43 of the Duke University Bulletin, 1999-00). As we have also previously agreed, tutorial and independent study must not duplicate available course offerings.
- v. No more than ONE course per academic year may be offset by accrued independent study credits.
- vi. This policy is interim, pending a university-wide policy offering relief for instruction of independent study. At the time such a university-wide policy is implemented, the English department will align its practices with the university standard. Independent study credits accrued during this interim period will be recognized as counting toward the university policy.
- vii. Independent study credits may be counted toward accelerated leave according to the university's policy; however, credits may be counted only once. (Faculty may elect to have course relief OR credit toward accelerated leave, but not both.)