



College of Humanities and Social Sciences
Guidelines for Faculty Credit for Participation in Directed Studies
and Directed Applied Research with Undergraduate Students

Directed studies (4400) and directed applied research (4100) activities should be divided into three categories based on faculty “workload” and benefit:

- 1) Student learning/mentoring intensive, faculty benefit low – (i.e., a directed readings with faculty member including frequent individual meetings with student assignment(s)).

Example: A student works with a faculty member on directed readings for a topic that is of interest to the student and not covered in any course offered in the major. The students, in consultation with the faculty member, agree on a list of readings/activities to accomplish the proposed learning objectives for the directed study. The directed study would require weekly meetings and distinct project at a minimum. Please note: This type of directed study should be offered only in special circumstances and needs prior written approval of the chair or program coordinator.

- 2) Shared benefit – moderate to high level of individual student mentoring or group mentoring with some faculty benefit (i.e., assistance on research projects)

Example: A student or group of students work on a research project with faculty supervision. The student(s) have frequent meetings with the faculty member as they carry out the necessary steps to accomplish the project. The students will likely have independent tasks (i.e., collecting/analyzing data). This directed study may include both faculty and peer mentoring. This type of directed study should result in a substantial project (i.e., a poster or presentation at an undergraduate or professional conference).

- 3) Student learning/mentoring moderate, faculty benefit high – (i.e., Undergraduate Teaching Assistant)

Example: A faculty member mentors an Undergraduate Teaching Assistant. The faculty member would have clear learning objectives in the syllabus. Some activities that the student could participate in are grading objective assignments, giving a lecture on a specific topic, or holding group student sessions.

Level of compensation is based on category:

Activity	Course release
Student learning/mentoring intensive, faculty benefit low	6 -1 (one 3-hour course release for six 3-hour directed studies)
Shared benefit	12 -1 (one 3-hour course release for twelve 3-hour directed studies/directed applied research)
Student learning/mentoring moderate, faculty benefit high	Counts as TSM or PS in faculty review

Additional conditions:

- Compensation will be assessed yearly based on budgetary restrictions.
- This policy only applies to full-time permanent faculty.
- Categorization of activity will be made by the department chair or program coordinator in consultation with the faculty member.
- All directed studies and directed applied research activities should produce a substantial product.
- Course releases may be banked at the department chair or program coordinator's discretion based on departmental need; however, a maximum of one course release per two academic years may be earned regardless of the number of directed studies supervised.