

**Approved by Art Department Faculty March 8, 2004**

**Department of Art**

**College of Arts and Sciences**

**Departmental Policy on Faculty Workload**

It is agreed by the parties hereto that the provisions of this document are intended for the sole purpose of promoting, maintaining or enhancing the academic quality of the University.

Workload is defined in the Faculty Handbook as activities and practices which relate to three areas: 1) Teaching; 2) Scholarly, Creative, and/or Professional Development; and 3) Service.

The responsibility of the Chair is to ensure that the Department's total workload is distributed equitably and that the Department's resources are used effectively in support of the mission of the department.

There are three types of continuing faculty appointments in the Department of Art:

1. Tenured or tenured-track faculty
2. Continuing non-tenure-track instructional faculty<sup>1</sup>
3. Continuing non-tenure-track clinical/performance faculty<sup>2</sup>

The chair develops, in consultation with the faculty member, a workload plan for each semester at least two months prior to the beginning of a semester. Every effort should be made to develop the workload plan harmoniously. The faculty member and department chairperson are encouraged to develop a workload plan on an administered basis. This means that in any semester the percentage of effort assigned to any of the three categories may change in order to permit variations in a faculty member's emphasis on teaching, creative work/research or service, provided that the total teaching, scholarly and service needs of the faculty member and the department are met.

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<sup>1</sup> Continuing non-tenure track (CNTT) instructional faculty have responsibilities for scheduled classroom instruction and related student advisement as well as instructional support activities.

<sup>2</sup> CNTT clinical/performance faculty have responsibilities in the areas of applied instruction, skills-based laboratory courses, and coordination/supervision of student internships, with the balance of their work involving regularly scheduled classroom instruction and advisement responsibilities, scholarly/creative work, and service.

Faculty members on a nine-month academic appointment may request that summer research be included as part of an individual's workload and thus be considered in the annual faculty evaluation. Such a request must follow all procedures delineated in the Faculty Handbook. When the summer becomes an agreed part of a faculty member's annual workload plan, it must be considered in computing the overall percentage of faculty effort in teaching, scholarship and service for the year, with a weighting appropriate to the agreed duration of the summer activity.

All faculty, whether tenure track or non-tenure track, must meet general University expectations. These expectations include participation in and contributions to: Regularly scheduled undergraduate and/or graduate instruction; advisement, mentoring, and academic supervision of students; faculty governance and the development and effective conduct of the academic program as defined by departmental and college by-laws; other responsibilities expected of all faculty on the basis of approved departmental and college by-laws or as set forth by the College or University Faculty Senate or as otherwise stipulated in University policy.

### **Teaching**

Teaching is typically a 9-month activity comprised of preparation and delivery of in-class instruction, development of curriculum, evaluation of students, direction of independent studies and supervision of graduate students. Responsibilities for some kinds of instruction—e.g., thesis supervision, direction of degrees with distinction—continues throughout the calendar year. Credit contact hours and teaching contact hours for instructional activities are defined in footnote #3 on page 20 of the CBA.

Courses outside a faculty member's area of expertise may not be assigned except: 1) in the instance of Foundations courses or 2) as agreed upon by the individual faculty and chairperson.

Twelve credit-contact hours per semester constitutes a one hundred per cent workload for the semester for the academic year. Assignment of a workload of other credit-contact hours per week per semester will be prorated as a percentage of workload, as described in the Collective Bargaining Agreement, Article XI.

The typical administered teaching load for tenured/tenure track faculty per nine-month academic year is three three-credit courses per week one semester and two three-credit courses per week the other semester. Teaching activities for tenured/tenure track faculty shall typically constitute 62.5% of the workload.

The typical teaching load for CNTT instructional faculty is four three-credit courses per week each semester during the 9-month academic year. Teaching activities for CNTT instructional faculty shall typically constitute 100% of the workload.

The typical teaching load for CNTT clinical/performance faculty is three three-credit courses per week each semester during the 9-month academic year. Teaching activities for CNTT clinical faculty shall typically constitute 75% of the workload.

When enrollment in a scheduled course does not meet the University's six/ten rule, but the Department Chair determines that program considerations require the course to be offered, the Chair will request that the Dean approve a waiver of the six/ten rule. If approval is granted, the course will count toward the faculty member's teaching load. When a course must be canceled because of low enrollment, the Chair may assign the faculty member an equivalent non-teaching task, another course, or an additional course in a subsequent semester.

### **Research and Creative Work**

The department values its creative work. Creative work is considered a significant component of faculty workload. Creative work also brings recognition to the department and the University. The department's promotion and tenure document defines the types of activities that may be considered as meeting a faculty member's responsibilities in this category (please see attachment). Research and creative work shall typically constitute 27.5% of the workload for tenured/tenure track faculty. Research and creative work are not typically part of CNTT instructional faculty's workload. Research and creative work typically constitute 15% for CNTT clinical faculty.

**Service**

Service activities are essential to the life of the department, the college, the university and community. Service on behalf of external professional organizations may even bring benefit and prestige to the department and the university.

All faculty are expected to satisfy the University's general service expectations, as detailed on page 2 of this document and as stipulated in the *Faculty Handbook* (Section IV. C. 3, "Expectations of All Faculty").

Additionally, tenure-track and CNTT performance faculty may also be involved in other kinds of service to the department, including: preparation and maintenance of the appropriate studio facilities (e.g., equipment, critique spaces and classrooms); coordination of sub-disciplines; coordination and supervision of internships; recruitment activities; departmental promotional activities; and committee assignments for the College, University, and/or professional organizations. Service shall typically constitute 10% of both tenure-track and CNTT clinical faculty members' workload. Service beyond the general University "umbrella" of expectations is not typically expected of CNTT instructional faculty; if/when CNTT instructional faculty are assigned any of the additional service activities noted above, it shall be recognized as part of their workload according to the same formulas used to recognize the service activities of the tenure-track and CNTT performance faculty.

**Modified workloads**

The Chair may either assign or approve a faculty member's request for a nonstandard workload that is otherwise consistent with the Collective Bargaining Agreement and University policies and procedures.

Modified workloads could be the result of:

- a. Medical leaves, leaves of absence, sabbaticals or unfilled positions caused by resignation or retirement that temporarily reduce the number of faculty; the result is that a faculty member is needed to teach more than his/her typical load to deliver the curriculum in a given sub-discipline (e.g., sculpture, ceramics, applied design, illustration).
- b. Receipt of a significant grant, preparation for a significant exhibition, a major committee assignment, with the result that the faculty member's workload may be adjusted accordingly. Standards delineated in the department's Promotion and Tenure document will be referenced to determine the importance of an activity.

- c. A significant deviation above or below the average of the department in teaching, creative work, and service; this may result in the chair's readjustment of the faculty member's workload so that the latter's strengths are emphasized or his or her weaknesses are minimized. Such a readjustment in assigned workload may be triggered when:

A faculty member's performance in creative work, teaching or service significantly exceeds the expectations of the department as reflected by the scores received on the Chair's annual evaluations occurring in the previous four semesters (based on the *Revised guidelines for the Chair's Evaluation of Faculty Members in the Department of Art*).

A faculty member's performance in creative work, teaching or service is significantly below the average of the department as reflected by the scores received on the Chair's annual evaluations occurring in the previous four semesters (based on the *Revised guidelines for the Chair's Evaluation of Faculty Members in the Department of Art*).

In the case of CNTT instructional faculty, the chair's assignment of an administered teaching load will normally be for a single semester, and the administered teaching load will not be lower than 75%.

In the event that the teaching or service component of a faculty member's workload is increased, the faculty may request a review of his/her research quality and productivity, and the chair will appoint an ad hoc committee for that purpose. The composition of the review committee by the chair and its recommendation will be advisory. Alternatively, the chair may appoint such a committee in the absence of any request from the faculty member. In all cases, the faculty member will have the opportunity to submit evidence deemed appropriate to the committee's tasks. The recommendation(s) of the ad hoc committee are advisory; the chair has final responsibility for any change in a faculty member's workload.

### **Modifications of Workload Policy**

Any modification of this Workload Policy must be approved by a majority vote of the faculty, in accord with the department's by-laws, by the Dean, the AAUP, and the Provost.

### **New Faculty**

The Workload Policy will be provided to prospective new faculty members when an offer of appointment is made.