Workload Policy for History of Art and Visual Culture

Workload Overview:

Instructional workload assignments are based on a five-course equivalency campus standard, which encompasses undergraduate and graduate classroom instruction, advising, thesis, dissertation, and internship supervision. History of Art and Visual Culture (HAVC) policy is to manage teaching assignments so as to provide students with a high-quality education and a timely path toward graduation while advancing the research and service missions of the university. We are committed to providing students access to required and elective courses, appropriate mentoring, and to allowing faculty to meet their service and research commitments.

Instructional Workload Policy:

Annual department course load and Additional teaching responsibilities: Ladder-rank faculty teaching assignments are based on a five-course equivalency. Each fall quarter, individual faculty members submit requests for leaves during the next academic year and/or course teaching preferences to cover their respective area(s) of the curriculum. Ultimate responsibility for the assignment of courses needed in any given year, including required courses, electives, those supporting disciplinary clusters, and to maintain department commitments to programs outside of HAVC, rests with the department chair.

It is expected that HAVC faculty will routinely accumulate more than one course’s credit. In no case, however, except that of administrative course relief, non-tenured faculty course relief, and externally funded course replacement (as defined in the Arts Division Ladder-Rank Faculty Course Load Policy), will an individual faculty member teach less than four actual courses in any given year. As a rule, no faculty member will be relieved of more than two courses per year and must teach at least one course per quarter in residence.

Course releases: It is HAVC policy to allow faculty members to accept course releases granted for major senate, divisional or university service. Within the department, releases are granted each year for the following administrative and service roles:

Serving as Department Chair
  1 course equivalency (full professors)
  2 course equivalencies (associate professors)

Serving as Director of Graduate Studies
  1 course equivalency

Serving as advisor for HAVC’s Religion and Visual Culture Concentration
  .25 course equivalency

Teaching a course with 2 or more TAs or CAs, since they necessitate a significant commitment of faculty time for training and supervision.
  .5 course equivalency
Teaching 100A, which is a required course for majors that is writing intensive and global in its subject matter, so requiring faculty to work outside their areas of expertise
.5 course equivalency

Teaching a writing-intensive course
.5 course equivalency

Teaching two or more image-intensive courses requiring 100 or more scans per course per week
.5 course equivalency

Chairing one Ph.D. dissertation committee, or two M.A., M.F.A. or senior theses
.25 course equivalency

Serving on a Ph.D. dissertation committee
.125 course equivalency

**Teaching or other UCSC responsibilities outside the department:** The department values interdisciplinary work and, consequently, strives to allow for faculty participation in interdisciplinary degree programs and in departments outside of HAVC. Requests to teach outside of the department, or to take on major service commitments to outside programs or departments, which would have the collateral impact of reducing the number of classes taught by the faculty member in HAVC, are considered by the chair on a case-by-case basis. The chair will work to balance the needs of the department against the value we place in supporting interdisciplinary teaching and research.

**Buyouts from extramural funds:** Faculty who secure extramural funds for course buyouts may request from the chair to exercise the buyouts in a given year. In making decisions about granting buyout requests, the chair will consider the impact on the curriculum, the number of ladder-rank faculty with approved buyouts and leaves that year, and the frequency with which the faculty member has requested such leaves in the past.

**Non-teaching term:** Faculty may request to group their courses in two quarters, but such requests are considered by the chair on a case-by-case basis and granted only when they do not negatively impact the undergraduate and graduate curricula. Faculty members who receive permission to group their courses must meet all other faculty obligations during their non-teaching quarter, including attendance and full participation in department meetings, committee work, office hours, and advising.

**Sabbatical:** Faculty who take one quarter of sabbatical are expected to teach no fewer than three actual courses during their two quarters in residence. Faculty taking two quarters of sabbatical are expected to teach at least two courses during their one quarter in residence.

**Research/Creative/Scholarly inactivity:** The department does not have a policy regarding scholarly productivity and teaching loads.

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