ART DEPARTMENT FACULTY INSTRUCTIONAL WORKLOAD POLICY

Instructional workload assignment practices are based on a five-course equivalency campus standard, including classroom teaching and individual student teaching and supervision, and are designed to ensure student access to required and elective courses, provide opportunities for faculty to meet their campus and professional service commitments, and support individual and collective research.

I. Workload Overview

Faculty in the Art Department are committed to teaching excellence and recognize that ladder faculty are responsible for implementing the curricular goals established by the department. The Art Department offers a Bachelor of Art (B.A.) and Master of Fine Art (M.F.A.) programs. The B.A. in Art consists of a broad undergraduate curriculum that covers General Education and also provides core courses for the degree. The M.F.A. degree is focused on Environmental and Social Practice Art and its curriculum includes formal instruction including classroom teaching, supervision of apprentice instructional personnel, and advising of graduate students are one aspect of faculty responsibility. Research and related scholarly activities along with service, including administrative responsibilities and service to the university or community, are the other elements of faculty responsibility.

A core responsibility of the Art Department faculty is to teach undergraduate students and the Art M.F.A. In addition to general instruction and teaching, faculty are involved in various non-classroom activities, including the supervision of independent studies, internships, apprentices, teaching assistants, and the advising of graduate and undergraduate students in research and educational pathways.

The purpose of the undergraduate program is to teach the students the tools of the field and to prepare them for graduate work or a lifetime of learning and employment. At the graduate level, the programs impart advanced skills and research training.

Each Faculty member must teach a course workload that fairly distributes their efforts across large lecture and smaller enrollment courses, and lower division, upper division, and graduate instruction.

II. Instructional Workload Policy

Annual Course load

Campus standard annual course load for all ladder rank faculty is 5 courses. The Art Department annual course load for faculty in the Art Department is 4 courses with a 1.0 equivalency given for non-classroom teaching duties mentioned previously. According to campus standards, each five-unit course carries a workload value of 1.0 and each two-unit course a workload value of 0.4.

Campus standard annual course load for full-time LPSOE faculty is 6 courses. However, there may be times when additional courses are assigned or additional course release is appropriate for University services rendered above the normal expectations. The department chair is responsible for setting the work assignments of LPSOE faculty and ensuring that the curriculum is covered, in accordance with departmental policies.
The teaching responsibilities of junior and senior faculty are equal. Course assignments are made based on individual faculty expertise and annual curriculum requirements. In order to offer an annual curriculum that provides students access to courses needed to pursue the general major, a particular concentration, or a graduate degree, the number of students taught typically varies among faculty. Art Department courses range from large TA-supported lecture courses to small studios and seminars that typically involve a different level of instruction, additional student contact hours, and intensive grading demands. Art Department faculty recognize a variety of criteria when comparing instructional responsibilities and workload, such as, course size, weekly contact hours, TA management, lack of TA support, and different levels of course assignments and projects.

Additional Teaching Responsibilities

Independent studies require high levels of student contact hours and are labor-intensive for faculty. These additional responsibilities are considered part of the 1.0 equivalency given annually as a reduction in the standard faculty workload of 5 courses.

Course Release for administrative Service

Course release is provided for the department chair (two courses annually) and the director of graduate studies (one course annually).

The Art Department allows faculty members to accept course releases granted for major senate, divisional, or university service. These carry the expectation that departments will receive course replacement funds.

Teaching or Other UCSC Responsibilities Outside the Department

Faculty in the Art Department may occasionally teach in another department/program or offer cross-listed courses. These courses are considered part of the regular instructional course load and are calculated in accordance with standard methods on campus: two-unit course = 0.4, three-unit course = 0.6, five-unit course = 1.0.

For courses that are co-taught, each faculty member will receive a proportionate equivalency for that course (for a five-unit course taught by two instructors, each faculty member will receive 50% of the workload value for the course or 0.5 a course).

Course Buyouts from Extramural Funds

Faculty who secure extramural funds for course buyouts may make a request from the chair to exercise the buyouts in a given year. The buyout rate is 15% of the faculty member’s annual salary per course. In making decisions about granting buy-out 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. Course buyouts are subject to approval by the department chair and the Dean. Grant applications incorporating buyout provisions must have prior approval of the department and the division. See Arts Division Instructional Workload Policy for more information.
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 must receive a final permission by the Dean to group their courses and still must meet all other faculty obligations during their non-teaching quarter, including attendance and full participation in department meetings, committee work, holding office hours, student advising, and maintaining a significant presence on campus. As per the Divisional policy, not all requests can be accommodated and priority will be given to requests from non-tenured faculty.

Sabbatical Leaves

Teaching assignments in non-sabbatical term(s) when on partial-year sabbatical depends on department curricular needs and individual circumstances. See Arts Division Instructional Workload Policy for more information.

Teaching Responsibilities by Student Level

Course assignments are based on individual faculty expertise and pedagogy. All faculty are encouraged to teach at the undergraduate and graduate levels and to participate in graduate student exams, advising, committee membership and supervision of final projects and thesis.

III. Course Scheduling

Course scheduling is the responsibility of the department chair; student access to required courses, student demand, space accommodations and availability are the primary factors in determining the quarterly schedule. When possible, faculty preferences for certain courses, or day(s), time(s) and location(s) will also be considered.