

# **ART DEPARTMENT FACULTY INSTRUCTIONAL WORKLOAD POLICY**

**June 27, 2016**

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 broad undergraduate curriculum that covers General Education and also provides core courses for a bachelor of Art. The department is proposing a Master of Fine Arts (M.F.A.). Formal instruction including classroom teaching, supervision of apprentice instructional personnel, and advising of graduate students is one element of faculty responsibility. Research and related scholarly activities along with service, including administrative responsibilities and other 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 graduate students in the DANM program and the Art M.F.A. when it is initiated. Teaching extends beyond classroom instruction to include directed study and research programs. 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.

The research and instructional activities of each faculty member are inextricably entwined, with one enriching the other. Involving students in research is an essential part of the educational process.

## **II. Instructional Workload Policy**

### Annual Courseload

Campus standard annual courseload for all ladder rank faculty is 5 courses. The Art Department annual course load for faculty in the Art Department is 4.5 courses (a .5

course equivalency is implied for individual student teaching/advising and other activities not directly related to classroom instruction). Individual faculty workload in relation to graduate student teaching and advising will be assessed annually for additional course equivalency based on the arts division workload equivalency policy. Faculty may teach 4 courses in one academic year and 5 courses in the next academic year.

### 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 0.5 equivalency given annually as a reduction in the standard faculty workload of 5 courses.

### Course Release

Course release is provided for the department chair (two courses annually).

Course release for Academic Senate service is included in the department's calculation of faculty workload average.

### 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).

### Buyouts from Extramural Funds

Occasionally, faculty members may be “bought out” by an external agency, typically a research-oriented foundation, which provides funding adequate to replace them at 15% of the faculty’s annual salary plus pro-rated benefits costs. See Arts Division Instructional Workload Policy for more information.

### Non-teaching Term

Faculty are expected to hold office hours, attend faculty meetings, sponsor independent studies, advise students, and attend to other normal administrative duties if they are granted a 2 + 2 teaching load or have a non-teaching term for any other reason. Faculty must request a 2 + 2 teaching load in advance from the department chair. As a general rule, each faculty member must teach at least one course per quarter in residence. These requests should be limited and are approved on a case-by-case basis by the department chair.

### 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.

### Research/Creative/Scholarly Inactivity

All ladder faculty are expected to engage in scholarly, creative, or research projects while employed by UCSC. There is no practice of assigning larger teaching loads to faculty in lieu of research activities.

### 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.

## **III. Course Scheduling**

Course scheduling is the responsibility of the department chair; student access to required courses, student demand, and 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) are also considered.

*Revised 06/27/16*