

DIGITAL ARTS AND NEW MEDIA PROGRAM
FACULTY INSTRUCTIONAL WORKLOAD POLICY
2016-17

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 Digital Arts and New Media (DANM) Program are committed to teaching excellence and recognize that ladder faculty are responsible for implementing the curricular goals established by the program. The DANM Program offers an Master of Fine Arts (M.F.A.) in Digital Arts and New Media. Formal instruction including classroom teaching, supervision of teaching assistants, 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 DANM Program faculty is to teach graduate students in the M.F.A. program. Teaching extends beyond classroom instruction to include directed study and research programs. The purpose of the graduate program is to teach the students the tools of the field and to prepare them for further graduate work or a lifetime of learning and employment. This program also imparts 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 DANM Program annual course load for faculty in the DANM Program is 4 courses (a 1.0 course equivalency is implied for individual student teaching/advising, service on thesis committees and other activities not directly related to classroom instruction).

Additional Teaching Responsibilities

Independent studies and thesis committee work 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

A director serving with the rank of full professor will normally receive a two-course load reduction every year for the tenure of their service as director. A director serving with the rank of associate professor may receive more than a two-course load reduction at the discretion of the Dean of the Arts.

Teaching or Other UCSC Responsibilities Outside the Program

Faculty in the DANM Program may occasionally teach in another department/program or offer crosslisted 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

Faculty leading research centers and/or with large research grants will be allowed to buy out one or more of their courses depending upon the identification of adjunct or visiting faculty who can offer the course or courses normally taught by the faculty member.

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 program director. 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 program director.

Sabbatical Leaves

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

Research/Creative/Scholarly Inactivity

All faculty are expected to engage in scholarly, creative, or research projects while employed by UCSC. There is not practice of assigning larger teaching loads to faculty in lieu of research activities.

Teaching Responsibilities

Course assignments are based on individual faculty expertise and pedagogy. All faculty are encouraged to participate in graduate student exams, advising, committee membership and supervision of theses and dissertations.

III. Course Scheduling

Course scheduling is the responsibility of the program director; 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.