

FILM AND DIGITAL MEDIA DEPARTMENT FACULTY INSTRUCTIONAL WORKLOAD POLICY

May 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 Film and Digital Media Department are committed to teaching excellence and recognize that ladder faculty are responsible for implementing the curricular goals established by the department. The Film and Digital Media Department offers a broad undergraduate curriculum that covers General Education and also provides core and elective courses for a bachelor of film and digital media, with opportunities for students to pursue concentrations in production, critical studies, or integrated critical practice. The department also offers Doctor of Philosophy (Ph.D.) degree in Film and Digital Media and Master of Arts (M.A.) in Social Documentation.

A core responsibility of the Film and Digital Media Department faculty is to teach both undergraduate and graduate students. Teaching extends beyond classroom instruction to include directed study and research programs. The purpose of the undergraduate program is to teach the students the critical analytical and practical skills of the field and to prepare them for graduate work or a lifetime of learning and employment. At the graduate level, the programs provide advanced skills and research training and impart the tools necessary for the creation of new knowledge.

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. Film and Digital Media faculty are expected to actively contribute to the development and maintenance of both undergraduate and graduate curricula, and are collectively responsible for managing the teaching and learning environment and implementing the curricular goals established by the department, both inside and outside the classroom.

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. 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 Course load

Campus standard annual course load for all ladder rank faculty is 5 courses. The Film and Digital Media Department annual course load for faculty is 4 courses with a 1.0 equivalency given for non-classroom teaching duties mentioned previously. Each five-unit course carries a workload value of 1.0 and each two-unit course a workload value of 0.4.

The teaching responsibilities of junior and senior faculty are equal. Course assignments are made based on individual faculty expertise and annual curriculum requirements. The department works to balance annual curriculum needs across critical studies and production both at the undergraduate and graduate level. 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. F+DM 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. F+DM 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

Supervision of undergraduate and graduate independent studies all 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

Annual course release is provided for the department chair (one course for full professors, two courses for associate professors) and director of graduate studies (one course). Faculty may also occasionally be relieved of in-class teaching in return for extraordinary effort to develop a new curriculum or other departmental service that is determined to exceed normal 1.0 course equivalency expectations.

With the exception of associate professors serving as department chair, Arts Division faculty workload policy is applied. “As a general rule, no faculty member will be relieved of more than two courses per year in residence (including the fifth-course equivalency); i.e., three actual course per year is the minimum courseload.”

Teaching or Other UCSC Responsibilities Outside the Department

Faculty in the Film and Digital Media 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).

Typically, Film and Digital Media faculty do not teach for other departments. Where this occasionally occurs, individual arrangements are made among the faculty member, home department chair, and the other course-sponsoring agency. Recurrent teaching for another department is handled by establishing a memorandum of understanding or approved percentage of appointment in another department.

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 who have been granted a 2 + 2 teaching load or have a non-teaching term for any other reason are expected to hold office hours, attend faculty meetings, sponsor independent studies, advise students, and attend to other normal administrative duties. Art Division “Faculty Responsibilities” (see below) policy regarding in-residence and absences applies to both teaching and non-teaching quarters.

As a general rule, each faculty member teach at least one course per quarter in residence. 2 + 2 teaching requests should be limited and are approved on a case-by-case basis by the department chair.

Academic year. Faculty “in-residence” are to be available for classes, office hours, meetings, university business, etc. from the beginning to the end of each quarter as detailed in the campus academic and administrative calendar. Faculty on course release and course buyouts are still considered in-residence and therefore are under the same expectations as above with the exception of teaching reduction.

Faculty are “obliged to have a significant presence on campus, to meet classes, to keep office hours, to hold examinations as scheduled, to be accessible to students and staff, to be available to interact with University colleagues, and to share service responsibilities throughout every quarter or semester of active duty. (APM 025)

Absences. Faculty absences for reasons other than illness or personal emergency must be reported to the Department Chair in advance. It is inappropriate for faculty members to arrange for a class to be “covered” without consultation with the Chair. All leaves of absence must be requested and approved in writing. The Chair can approve a leave of up to seven calendar days; a leave of longer duration, submitted to the Chair, is subject to approval by the Dean.

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

Teaching Responsibilities by Student Level

Teaching responsibilities of junior and senior faculty are equal. Course assignments are based on individual faculty expertise and pedagogy. All faculty are expected to teach at the undergraduate and graduate levels and to participate in graduate student exams, advising, committee membership and supervision of theses and dissertations.

III. Course Scheduling

The department chair is responsible for annual faculty course assignments. 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.