

Instructional 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, and supervision of theses, dissertations, independent studies, and internships.

History of Art and Visual Culture (HAVC) policy is to manage teaching assignments so as to provide students with a high-quality education that includes breadth and depth within the field and a timely path toward graduation while advancing the research and service missions of the university. We are committed to providing undergraduate and graduate students access to a range of courses (required and elective) and effective mentoring, and to allowing faculty to meet their research and service commitments.

In keeping with the “Arts Division Ladder-Rank Faculty Workload Policy”:

- 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
- Each faculty member should have an aggregate enrollment generally comparable to that of colleagues within the department.

Instructional Workload Policy

A. Annual Course Load

Ladder-rank faculty teaching assignments are based on a five-course equivalency. Each Fall quarter, faculty members submit course preferences to cover their respective area(s) of the curriculum and leave requests for the next academic year. Ultimate responsibility for course assignments in any given year, including required core courses, electives, those supporting disciplinary clusters, and those fulfilling department commitments to programs outside of HAVC, rests with the department chair.

Except in the case of administrative course release(s), non-tenured faculty course release, or externally funded course replacement, individual faculty members are expected to teach no fewer than four scheduled courses per year. In general, as per Arts Division Policy, course release is limited to one course per year; the minimum teaching load for faculty not serving as chair or in an administrative post is three scheduled courses (see “C. Course Release for Administrative Service” regarding an associate professor serving as department chair). University policies will apply in the case of medical or other types of non-sabbatical leaves.

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, holding at least two office hours per week, 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.

B. Additional Instructional Responsibilities (fifth course equivalency)

Course equivalencies acknowledge faculty contributions to instructional activity beyond those represented by regularly scheduled courses. The Arts Division policy is that a fractional course equivalency is assigned to all ladder rank faculty members for instructional obligations, including:

- Supervising undergraduate and graduate individual studies courses, group studies, and independent student projects;
- Supervising graduate student instructors, teaching assistants, and tutors;
- Mentoring and supervision of undergraduate and graduate students;
- Serving on graduate student qualifying exams, colloquium, and thesis/dissertation committees.

In addition, HAVC includes as contributions toward course equivalency:

- Teaching writing-intensive courses;
- Developing a new course or significantly revising an existing course, both of which entail intensive, time consuming preparation;
- Serving as the chief advisor and coordinator for a HAVC concentration

C. Course Release for Administrative Service

It is HAVC policy to allow 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. Within the department, releases are granted each year for the following administrative roles:

- Department Chair: one course release for full professors; two courses releases for associate professors
- Director of Graduate Studies: one course release

D. Teaching Outside the Department

The HAVC 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 with the value we place in supporting interdisciplinary teaching and research.

E. Course Buyouts

Faculty who secure extramural funds for course buyouts may 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.

F. Sabbatical

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

G. Courses Less than Five Units

As per Divisional policy: The instructor receives prorated course credit based on the number of units assigned to the course (each unit is equal to 20% of a five-credit standard – e.g., a two-unit course is equal to 40% of a standard course and the instructor receives credit for teaching .40 courses in the course audits and workload reporting).

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(kp and slk)