

# MUSIC DEPARTMENT FACULTY WORKLOAD POLICY

November 2011

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 Music Department are committed to teaching excellence and recognize that ladder faculty are responsible for implementing the curricular goals established by the department. The Music Department offers a broad undergraduate curriculum that covers General Education courses and also provides core courses for a bachelor of arts, bachelor of music, minor in electronic music or in jazz. The department also offers Master of Arts (M.A.) and Doctor of Philosophy (Ph.D.) degrees in Music and a Doctorate of Musical Arts (D.M.A.) in Music Composition. 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 Music 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 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 course workload for all ladder rank faculty is 5 courses. The Music Department annual course workload for faculty in the Music 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). Faculty may teach 4.5 courses every academic year or 4 courses in one academic year and 5 courses in the next academic year.

It should be noted that the teaching plan does not fit neatly into the current University system of equivalencies. Therefore, a column, "Music Count," has been added to the Ladder Faculty Workload report.

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. Exceptions to this policy are as follows:

1) No workload credit is given for undergraduate applied music taught by ladder faculty.

2) Most Music Department two-unit ensemble courses are credited at a workload value of 0.5 each quarter. This includes all of the following ensembles:

Music 1C/103, University Concert Choir  
Music 3, Large Jazz Ensemble  
Music 4A, Latin American Ensemble: Voces  
Music 4B, Latin American Ensemble: Taki Ñan  
Music 5A, West Javanese Gamelan Ensemble: Beginning  
Music 5B, West Javanese Gamelan Ensemble: Intermediate  
Music 5C, West Javanese Gamelan Ensemble: Advanced  
Music 6, Classical Guitar Ensemble  
Music 8, Balinese Gamelan Ensemble  
Music 9, Wind Ensemble  
Music 10, Eurasian Ensemble  
Music 51, Vocal Repertoire Class  
Music 54, North Indian Music Workshop  
Music 163, Early Music Consort  
Music 164, Jazz Ensembles  
Music 165, Chamber Music Workshop  
Music 167, Workshop in Electronic Music  
Music 168, Contemporary Music Ensemble  
Music 174, Intermediate Jazz Improvisation  
Music 267, Workshop in Electronic Music

3) The only Music Department ensembles remaining at a workload value of 1.0 per quarter are:

Music 2/102, University Orchestra  
Music 160, University Opera Theater  
Music 166, Chamber Singers

The Chamber Singers is the premiere vocal ensemble of our department, showcased in high-profile concerts both on this campus and, through outreach efforts, in the wider community. The Orchestra director is faced with unusually heavy demands with regard to bowings, sectionals, and score-preparation, while

Opera Theater involves obvious special demands of director- and student-time-commitment in rehearsals, and, of staging.

4) Music 197 (Senior Exit Seminar) is a two-unit course and is credited at 0.5 equivalency.

5) Music 252 (Current Issues Colloquium) is a two-unit course and is credited at a workload value of 0.16667 (it is offered fall, winter and spring of each academic year and has a total workload value of 0.5 for all three quarters). This course will meet for 2 hours every other week. In this course, faculty, students, or visiting scholars will describe active research projects or current scholarly issues vital to the focus of our new Ph.D. program (which emphasizes cross-cultural and interdisciplinary studies). The presentation will be followed by open discussion among the graduate students and faculty. Ph.D. students will be expected to make presentations at the Colloquium at least once a year. All Music graduate students (M.A., D.M.A., and Ph.D.) must enroll in Music 252 every quarter they are in residency.

6) Music 80N/180N, Music of the Grateful Dead; Music 80V/180V, Music of the Beatles Music; and 80W/180W, Music Business are five-unit courses that are taught in conjunction and are credited as a workload value of 1.0 total in any given quarter unless only the lower- or upper-division course is offered (that course then has a standard workload value of 1.0).

#### Additional Teaching Responsibilities

Applied instruction and independent studies all 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 relief is provided for the department chair (two courses annually).

#### Teaching or Other UCSC Responsibilities Outside the Department

Faculty in the Music Department 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

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 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

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 theses and dissertations.

## **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.