

**Fine and Performing Arts
Workload Policy
May 10, 2016**

I. Guiding Principles

The faculty in the Department of Fine and Performing Arts contributes to the mission of Saint Louis University through teaching, research, and service. Our workload policy is guided by principles of equity, clarity, and transparency in work assignments and recognizes the diverse and valuable ways in which our faculty members contribute to the work of the department, college, university and community. Work assignments in the department are made by the department chair in consultation with individual faculty, and are guided by a concern for meeting the needs of students, the collective good of the unit and its goals, as well as for faculty members' success in their individual research, teaching, and service goals.

Faculty workloads should be consistent with

1. The teaching, research, and service missions of the Department
2. The Department's expectations for tenure and/or advancement
3. The University Workload Policy
4. The College of Arts and Sciences Workload Policy

II. Standard Annual Faculty Workload

According to the guidelines set forth by Saint Louis University, the total number of annual workload units for all full time faculty members is 24. These units will be distributed to account for activities including Teaching, Research/Scholarly Activity/Creative Endeavor (Research), Service, and for some individuals, Administration. All full-time faculty members in the Department will have workloads that are individually defined, but that follow the basic parameters outlined in this policy.

A typical full-time tenured or tenure track faculty member in Fine and Performing Arts carries a workload comprised of Teaching, Research, and Service. According to expectations set by the College of Arts and Sciences, the Standard Annual Faculty

Workload for a tenured or tenure-track faculty member is 40% Teaching, 40% Research and 20% Service. Since this assumes a 12 unit teaching assignment, the actual percent distribution is 50% Teaching, with the balance of the load comprised of Research/Creative endeavor (typically 30-40%) and Service (typically 10-20%).

The Standard Annual Faculty Workload in Fine and Performing Arts for a full-time, non-tenure-track faculty member is a teaching assignment of 18-24 workload units per academic year (75%-100%) with the balance of the workload comprised of Service. A non-tenure track faculty member may have a workload that includes Research/Creative Endeavor. Inclusion of such a component will be considered on an individual basis in consultation with the Chair, as determined by the individual faculty member's job description, Contract, and Letter of Hire from the Chair/Dean.

III. Flexible Workload Distribution

The Chair of the Department of Fine and Performing Arts, with the approval of the Dean, is responsible for identifying the teaching/workload obligations of the Department and for assigning individual faculty to meet them. The Chair is obligated to ensure that teaching/workload assignments are distributed fairly and in consultation with their faculty, and that the courses scheduled meet the curricular needs of the programs.

Reapportionment of the Standard Annual Faculty Workload may be made to accommodate a larger or smaller teaching load; a heavier research, scholarly or creative agenda; a greater service expectation; oversight or appropriate participation in a sponsored program; or an administrative appointment; provided that each full-time faculty member carries a total of 24 annual workload units. In keeping with University guidelines, the Chair will develop, in consultation with each individual faculty member, a written workload plan for each year, and this workload distribution must be tied to evaluation of annual performance. Consultation related to workload and performance will ordinarily take place at the beginning of the calendar year; in cases where duties or

expectations change mid-year, the faculty member is expected to revisit workload distribution with the Chair prior to the evaluation period.

IV. Departmental Definitions and Workload Equivalencies

The following equivalencies will be used in establishing individual workload expectations in a given calendar year.

TEACHING:

If number of Credit Hours awarded for the course is equal to the number of Contact Hours in the classroom per week:

Workload Unit = Credit Hour (typical)

Examples: Most 3-credit hour courses

If number of Credit Hours awarded for the course is greater than the number of Contact Hours in the classroom per week:

Workload Unit = 1/2 Contact Hour

Example: Applied study in music

If number of Credit Hours awarded for the course is less than the number of Contact Hours in the classroom per week:

Workload Unit = Contact Hour (not to exceed 3)

Examples: Music ensembles; Theatre practicum courses; Studio Art courses (see program level definitions under “Teaching” for specific workload unit calculation)

In certain cases, tenured or non tenure track faculty members may negotiate a higher teaching load with the Chair if they do not expect their research output to meet the criteria for “research-active.”

RESEARCH/SCHOLARSHIP/CREATIVE ENDEAVOR:

In consultation with the Chair, faculty members are expected to remain “research active” (see definitions below) in order to maintain a 12 hour annual assignment for Teaching.

In certain cases, tenured or non tenure track faculty members may negotiate a higher teaching load with the Chair if they do not expect their research output to meet the criteria for “research-active.” For the purposes of the annual evaluation, research and

creative endeavor will be calculated on a three-year rolling average to account for various levels of research output across multiple years.

SERVICE:

All full time faculty members are required to perform normal department service, which is defined as attending regular program and department meetings; as well as normal University service, which is defined as attendance at academic ceremonies.

For Service performed beyond the normal expectations, and in consultation with the Chair, faculty members will receive workload units for Service. Ordinarily, Service will comprise between 2.5 (10%) and 5 (20%) annual workload units. In certain cases, tenured or non tenure track faculty members may negotiate a higher service commitment with the Chair if they expect their service responsibilities to exceed the typical 20% of annual workload.

ADMINISTRATION:

Chair

The Department Chair will meet all responsibilities as outlined in The Faculty Manual of Saint Louis University, and will undertake other appropriate initiatives in support of the Department. Workload distribution for a faculty member accepting the position of Chair will be arranged with the Dean of the College.

Associate Chair

As the Department of Fine and Performing Arts is comprised of four distinct degree-granting programs, it is necessary to have an Associate Chair. The Associate Chair will undertake various duties in support of the Department, which may include assessment; academic/resource fairs; and FPA events.

Directors of Programs

Because the Department of Fine and Performing Arts is comprised of four separate degree-granting programs, it is necessary to have a Director for each program. The Directors' administrative duties will include maintenance of curricular integrity and efficacy; preparation and coordination of core offerings; program assessment; and other administrative tasks unique to each program. Directors will be appointed by the Chair of Fine and Performing Arts in consultation with the separate faculties, with final

approval by the Dean of the College. Directors serve for a term of one year, renewable with no limitation. For this service to the College, Department and Program, the Director will receive 3 workload units per year.

Minor Administrators

Faculty members engaged in administration of a Minor Program may be eligible for academic units as determined by the Chair with the approval of the Dean of the College.

Other Administrative Duties

Other duties (Director of MOCRA, etc) may be assigned workload units at the discretion of the Chair or other appropriate administrator, in a manner consistent with the Departmental, College and University workload policies.

V. Program-Level Definitions and Equivalencies

ART HISTORY

To advance consistently the reputation of the Art History program through encouragement of the faculty's publications/scholarship/creative endeavors, the typical workload for a full-time research-active faculty member in Art History is a teaching assignment of 12 workload units per academic year, with the balance of the workload (12 units) comprised of Research and Service.

Research: A research-active Art History faculty member is engaged in multiple scholarly activities leading to the presentation of papers or lectures at professional Art History conferences, in research leading to publication in peer-reviewed journals or of scholarly book-length projects, in scholarly or professional activities such as organization of conferences, conference sessions, or lectures, or in curatorial activities leading to Museum or Gallery lectures or exhibitions.

MUSIC

The typical workload in Music for a full-time research active faculty member is a teaching assignment of 12 workload units per academic year, with the balance of the workload (12 hours) comprised of a combination of Research and Service.

Teaching: The following considerations in the determination of workload unit will be given for faculty engaged in the following teaching assignments:

Applied Music Instruction: For private vocal or instrumental instruction, instructor load will be determined by applying a ratio of 2:1 to the contact hours taught. For example, 2 contact hours of private lessons delivered will be calculated as 1 workload unit.

Direction of Ensembles: For the direction of small ensembles of 4-12 students, 2 workload units will be assigned. For the direction of large ensembles of 13 or more students, 3 workload units will be assigned.

Music faculty assuming the role of music director or vocal coach for a University Theatre production will receive 3 workload units.

Research: A research-active faculty member in Music is engaged in scholarly activities leading to the presentation of papers or lectures at professional Music conferences; research leading to publication in peer-reviewed journals; scholarly book-length projects; preparation and presentation of professional group or solo performances; or composition, arranging, editing or other appropriate creative or scholarly endeavor. Research and creative productivity should be ongoing; the specific type of activity will determine the measurement of satisfactory outcomes.

STUDIO ART

The typical load in Studio Art for a full-time, research-active faculty member is a teaching assignment of 12 workload units per academic year, with the balance of the workload (12 hours) comprised of Research and Service. Faculty having duties in studio facility maintenance may receive 1-3 workload units in consultation with the Program Director and with approval by the Chair.

Teaching: For a studio art course, instructors receive 3 workload units for each course assigned. Courses ordinarily meet 5.5 hours per week.

Research: A research-active faculty member is expected to engage in research and creative productivity that is ongoing, including scholarly activities leading to the

presentation of workshops or lectures at professional art conferences; preparation for and exhibition of artwork in juried, invitational, or solo shows; preparation or presentation of socially engaged works; and graphic design. The specific type of activity will determine the measurement of satisfactory outcomes.

THEATRE

The typical load in Theatre for a full-time, research-active faculty member is a teaching assignment of 12 workload units per academic year, with the balance of the workload (12 hours) comprised of a combination of Research and Service.

A research-active faculty member in Theatre is engaged in scholarly activities leading to the presentation of papers, lectures, or workshops at professional theatre conferences; research leading to publication in peer-reviewed journals or of a scholarly book-length project; or preparation for and execution of creative activity related to professional production or publication. Research and creative activity should be ongoing; the specific type of activity will determine the measurement of satisfactory outcomes.

Teaching: Non-classroom based teaching workload units will be assigned as follows.

A Faculty member serving as Director for a fully mounted production receives 3 workload units.

A Faculty member serving as a Vocal/Diction Coach, Choreographer, Combat Choreographer, Musical Director, or Dramaturge for a fully mounted production may negotiate 1-3 workload units for each assignment in consultation with the Program Director and with approval by the Chair.

A Faculty member serving as a Costume Shop or Scene Shop manager will receive 3 workload units per semester.

A Faculty member serving as Scenic, Lighting, Costume, Properties or Sound Designer; or Technical Director for a fully mounted production receives workload units for each assignment as follows:

A fully-realized design (design + execution) or technical direction = 3 workload units

An assignment wherein the designer is separate from those executing the design = 2 workload units for the designer and 1-2 workload units for faculty member(s) executing the design.

Serving as a mentor for a student designer or student technical director = 3 workload units

VI. Policy Review

Every two years, a faculty Workload Policy Review Committee consisting of the department chair and one representative from each program area will review the department workload policy. Committee representatives will be chosen by faculty in the same program area to serve on the committee. This committee will recommend any desirable adjustments to the policy to the full-time faculty for approval.

May, 2016