

PVA College and School Workload Policies

UNIVERSITY OF NORTHERN COLORADO

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School-Level Definitions of Workload

School faculty and Directors will create workload definitions, policies, and procedures that align with BOT 2-3-401(3) Workload Assignments: A full-time faculty workload (1.0 Full-Time Equivalent -- FTE) consists of 30 workload units per academic year.

At a minimum, the policies and procedures developed by a school/program must require the following:

- A. Uniform application to all faculty members of the school/program;
- B. An annual written workload description for each faculty member, including the weighting of Teaching, Scholarship and Service, written in collaboration with the School Director per the BOT;
- C. Linkage of the annual workload description, including goal-setting, to the annual faculty evaluation; and
- D. Approval by the Director and Dean.

College and School workload policies will be published to the PVA website for accessibility.

Student Teaching Supervision

In PVA, and in accordance with our professional accreditation agencies, student teaching is counted in load.

CAEP recommends the following numbers of students supervised by a faculty member during student teaching:

Student Teaching	5 or 6 students = 3 credits	6 visits per semester
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There is no overload pay for student teaching supervision when faculty are on sabbatical.

Committee, Program / School Administrative Assignments, and Recruitment

Committee assignments (e.g. search committees, Faculty Senate, etc.), administrative assignments (e.g. program coordinators or heads), and recruitment activities are determined by the School Director and count as service within faculty workload.

PVA Courses

Faculty assignments for PVA-prefix classes, including PVA 310 and classes within the Arts Entrepreneurship Certificate, are coordinated by the Associate Dean in conjunction with the Directors.

Extended Campus

Extended Campus classes are counted in or out of load at the discretion of the Director.

PVA faculty are encouraged to teach through Extended Campus, but courses must be approved in advance by the Director and Dean.

Per the BOT, each full-time faculty member or exempt administrator who is meeting all contractual responsibilities in areas including administration, teaching, advising, service and scholarship/creative activities may teach for supplemental pay one overload course of up to five credit hours per semester for resident instruction or extended studies. An overload must be approved by the Director and Dean. Any exceptions to the one overload course limit must be approved by the Chief Academic Officer.

Reference

Workload Description from the BOT:

2-3-401(3) Workload Assignments

(a) Assignments. A full-time faculty workload (1.0 Full-Time Equivalent -- FTE) consists of 30 workload units per academic year. Department chairs/school directors are responsible for assigning workloads. School directors and chairs of departments with multiple program areas will assign workload under the following guidelines:

(I) In case the department chair/school director is in the same discipline as the program area, he or she will assign workload and ensure an equitable distribution across the program area.

(II) In case the department chair/school director is not in the discipline of a program area, he or she shall assign someone from that program area, who, in consultation with the department chair/school director, shall assign workloads and ensure an equitable distribution across the program area.

(III) Assignments may be distributed differently across categories by semester to meet program area needs.

(IV) Annual workload assignments and the weighting of each area must be defined in writing by the faculty member and his or her department chair/school director or his or her designee. If the faculty member disagrees with the assigned workload, the faculty member may discuss the disagreement with the college dean. Final responsibility for workload assignments resides with the department chair/school director or the designee selected according to this section [2-3-401(3)(a)].

(V) Annual evaluations will be based on the written workload assignment.

(VI) Department chair/school directors may use differential workloads and/or staffing to ensure that faculty talents support programmatic needs.

(b) Overloads. Each full-time faculty member or exempt administrator who is meeting all contractual responsibilities in areas including administration, teaching, advising, service and scholarship/creative activities may teach for supplemental pay one overload course of up to five credit hours per semester for resident instruction or extended studies. An overload must be approved by the department chair/school director and dean. Any exceptions to the one overload course limit must be approved by the Chief Academic Officer.

Workload – School of Art and Design

1) All full-time tenured and tenure track faculty are assigned a 3/3 teaching workload each semester. In addition, all faculty members are expected to undertake service and research activities.

- A) All faculty are expected to be available the week before classes start for University, College, and School meetings.
- B) All faculty are expected to take part in recruitment and retention activities that support targeted enrollment numbers at both the school and area levels.
- C) All faculty are expected to attend monthly school meetings. All faculty are assigned to one or more school committees and must attend regular meetings for each committees assigned.
- D) All faculty are assigned area students as advisors, but course registration and degree completion calculations happen each semester in our advising office with staff.
- E) All faculty are expected to conduct and disseminate their research at a scope and level commensurate with their rank.

2) All full-time term faculty are assigned a 4/4 workload.

- A) Term faculty are assigned a 4/4 teaching load with no expectation of research and service.
- B) A term faculty member may be assigned service and/or research as part of their load with a commensurate reduction in their teaching load.

3) All full-time tenured, tenure track and term faculty will be assigned 30 units annually. The typical load is as follows:

30 Units per year

3/3 teaching load, each class =3 units = 18 units/yr.

Service, individually negotiated annually = 6 units/yr.

Research, same for all = 6 units/yr.

= 30 Units

4) Essential service activities and load equivalencies (per semester).

- A) Student teacher observations: 5-6 students = one 3 credit course.

B) Student practicum experience: 9 students = one 3 credit course (in the School of Art and Design this is embedded in art 345/445. The enrollment minimum for those courses will be below the required number of 12 students).

C) Faculty Advisor (10 hours a week, scheduled appointments) = one 3 credit course.

D) Foundations Coordinator = one 3 credit course.

E) Graduate Coordinator= one 3 credit course

5) The Director may, at his or her discretion, assign course releases for essential, emerging, or infrequent activities.

A) These may include but are not limited to activities such as reaccreditation preparation, recruitment and retention activities, high-load service activities essential to the school, or new initiatives and/or course or program creation.

6) Faculty teaching classes with over 60 students will be assigned, at minimum, a teaching assistant at five hours per week for the semester.

Workload – School of Music

Work Load

FORMAT FOR ASSIGNING WORK LOAD

School of Music – 2016

Classes

1 Credit hour class meeting 1 hour per week	1 unit
1 Credit hour class meeting 2 hour per week	2 units
2 Credit hour class meeting 2 hour per week	2 units
2 Credit hour class meeting 3 hour per week	3 units
3 Credit hour class meeting 3 hour per week	3 units
4 Credit hour class meeting 4 hour per week	4 units

Applied Music Lessons

30- minute lesson per week	.335 unit
50- minute lesson per week	.670 unit
Chamber Music Coaching and Combos (1 hour per week)	.670 unit
Studio Class	.670 unit
Observing 1 student teacher	.50 unit

Classes with unique load assignments

MUS 100 - .670 for instructor of record Internship faculty of record - .25 MUS 794 - .67 MUS 623 - .12 Orchestral Excerpts- 1	
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Scholarship/Creative Activity and Service	3 units (total)
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PERFORMING ORGANIZATIONS

4.5 Units of Workload

Concert Choir
Opera Theater
Wind Ensemble
Symphonic Band
Marching Band
University Symphony Orchestra
Jazz Lab Band I

3 Units of Workload

Men's Glee Club
Women's Glee Club
Chamber Choir
Concert Band
University String Orchestra
Vocal Lab
Jazz Lab Band II-III

2 Units of Workload

Chamber Orchestra
Northern Colorado Voices
Opera Scenes
Percussion Ensemble
Lab Band IV, V

1 Unit of Workload

Trombone Choir
Trumpet Choir
Small Vocal Jazz Ensembles
Cello Ensemble
Guitar Ensemble

Chair, DA Committee – Up to 1 unit per student, maximum of .25 per semester
Member, DA Committee – 0.12 unit in semester of defense
Secondary Emphasis in DA – 0.12 unit in semester of exams and defense
Chair, MM Committee – 0.33 unit- one semester only
Member, MM Committee – 0.12 unit- one semester only

*Maximum Advising Load will be 20 students. Advising more students will receive load credit.

****Additional load credit for special projects/administration at the discretion of the Director.**

Workload – School of Theatre and Dance

WORKLOAD DOCUMENT
 School of Theatre Arts and Dance
 Fall 2016
FINAL

1 class hour = 1 unit* (e.g., 3 hour class = 3 units).

15 units = 100% load. The standard number of units taught by a faculty member will be 9 units per semester. This amount may be negotiated with the School Director under certain circumstances.

Faculty members teaching more than 9 units per semester shall be considered on overload status as per Board Policy (BOT 2-3-401(3)).

TEACHING	UNITS
Direct a mainstage production**	3.0
Design a mainstage production**	3.0
Choreograph a mainstage production**	3.0
Music direct a mainstage production**	3.0
Do TWO of the above for one production (e.g., direct and choreograph a musical)**	4.5
Private voice lessons	3.0 units per 6 hours of private applied lessons
Student teacher supervisor	3.0 units per 5-6 students
SCHOLARSHIP There will be a total of 3.0 units for all Scholarship activities, as per Board Policy. Please refer to STAD evaluation rubric for a list of equivalencies.	
SERVICE There will be a total of 3.0 units for all Service activities, as per Board Policy. Please refer to STAD evaluation rubric below for a list of equivalencies.	

* Team teaching is encouraged. Workload equivalencies may be negotiated with the School Director.

** Will count as Teaching, unless otherwise negotiated with the School Director.

SCHOLARSHIP AND SERVICE EQUIVALENCIES

School of Theatre Arts and Dance

Fall 2016

THIS DOCUMENT WILL BE PLACED WITH THE STAD EVALUATION RUBRIC, TO BE USED FOR EVALUATION PURPOSES BY THE STAD DIRECTOR AND STAD FACULTY MEMBERS.

SCHOLARSHIP EQUIVALENCIES	UNITS PER SEMESTER, OR PER EVENT	
Write a book	4.0	
Write an article	2.0	
Conference coordinator	3.0	
Conference presenter	3.0	
Outside professional activity	3.0	
Other scholarship*	.5-3.0	
SERVICE EQUIVALENCIES Please note: The total service allotment is 3 units per semester. These are not actual equivalencies, and are used for internal purposes only.	UNITS PER SEMESTER, OR PER EVENT	UNITS PER YEAR
Program Head (Acting, Dance, Design Technology, Musical Theatre, Theatre Education, Theatre Studies)		3.0
Head of Recruiting		3.0
Recruiter		1.0-3.0
Coordinator of KC/ACTF and URTA auditions		.5
Committee chair (university, college, school, faculty search, external)	1.0	
Committee member (university, college, school, faculty search, external)	.25	
Committee member on national organization committee**	.5-3.0	
Production manager		2.0
House Management Coordinator		1.0
Publicity Management Coordinator		1.0
Dialect Coach	.5	
Outside consultation**	.25-1.0	
School service projects**	.5-3.0	
Advisor		1.0 - up to 40 advisees
Student assessments (design technology)		1.0
Student assessments (all other)		.25
Design Technology mentor** (mentors design technology students for mainstage and opera productions)	.5-3.0	

* Could include such scholarship as choreographing small scale dances, narrating a spoken/instrumental performance piece, serving as a guest artist on a specific topic for a production, or other specialized, and/or one-time, events.

** Number of units will be negotiated with the School Director