

**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

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%).

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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

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)

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

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

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 rati

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.