Faculty Workload Guidelines  
Department of Music  
Revised and Approved by the Faculty September 23, 2013

Lecturers: Lecturers will be assigned to a teaching load of 12 contact hours per semester. This is in keeping with NASM guidelines: “Normally, the upper limit for a full load for classroom instruction in a lecture/seminar format is approximately 12 clock hours per week; for private studio instruction, approximately 18 clock hours per week.” To account for their heavy teaching workloads, there are no expectations for research and Lecturers are generally excused from service.

Assistant, Associate, and Full Professors: Members of the tenured and tenure-track faculty will be assigned to a teaching load of 15 contact hours per year to allow for adequate attention to research and service.

Workload Calculations

Academic and Laboratory Classes: Faculty members who teach academic classes that meet 150 minutes per week will receive credit for 3 contact hours per class, regardless of credit hours. Faculty members who teach academic and laboratory classes that meet once a week for 75 minutes will receive credit for 1.5 contact hour per class or lab.

Ensembles: Faculty members who conduct or coach ensembles that meet 150 or more minutes per week will receive credit for 3 contact hours per ensemble, regardless of credit hours. Faculty members who conduct or coach chamber ensembles that meet once a week for 60–75 minutes will receive credit for 1 contact hour per ensemble.

Sectional Rehearsals: Faculty members who lead sectional rehearsals that meet once a week for 75 minutes will receive credit for 1 contact hour per class.

Applied Music and Recital Preparation: Faculty members who teach Applied Music and Recital Preparation will receive credit for 1/3 of a contact hour per credit hour per student (e.g., 1/3 contact hour for a 1-credit lesson, 2/3 contact hour for a 2-credit lesson, and 1 contact hour for a 3-credit senior recital preparation course).

Masterclasses: Faculty members who lead masterclasses that meet once a week for 75 minutes will receive credit for 1 contact hour per class.

Senior Projects: Faculty members who teach Senior Project Preparations are expected to meet with their students for one contact hour per week and will therefore receive credit for 1 contact hour per student. Faculty members who serve on project committees will not receive any load credit, but should list these vital contributions as service.

Student Teaching: In keeping with COED standards, faculty members who supervise student teachers will receive credit for 3/4 of a contact hour per student teacher.

---

**Team-Teaching:** The Chair of the Department of Music will determine the amount of contact-hour credit for collaborative teaching initiatives on a case-by-case basis.

**Administrative Responsibilities:** Certain leadership positions, like the Directors of Bands, Choral Activities, Jazz Studies, and Orchestras, require a great deal of time off-campus for recruiting, clinics, and guest conducting. Accordingly, faculty members holding these positions should receive a reduction of 3 contact hours per semester. Similarly, the Coordinator of Undergraduate Studies in Music and the Coordinator of Music Education both receive a reduction of 3 contact hours per semester to account for their administrative responsibilities.