Faculty Work load Guidelines
Department of Music
Revised and Approved by the Faculty Spring 2007

Standard Teaching Load: **12 contact hours per semester.** Lecturers and members of the tenured faculty who are not engaged in creative activity will be assigned to a teaching load of 12 contact hours. 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 semester hours or 18 quarter hours; for private studio instruction, approximately 18 clock hours.”

Research Intensive Status: **9 contact hours per semester.** Faculty members who are intensively involved in creative activity should be assigned a teaching load of 9 contact hours.

- **Tenure Track Faculty:** because of the importance of establishing a record of creative activity as part of the tenure process, all tenure-track faculty will automatically be assigned to a Research Intensive status.
- **Tenured Faculty:** members of the tenured faculty who are making significant contributions to their fields may be assigned to research intensive status.

Initial Placement. All tenure-track faculty will, by default, be considered Research Intensive. Each tenured faculty member, in consultation with the chair and the RPT committee, will choose an initial workload from the above statuses. The faculty member will then have one year to demonstrate proficiency in their chosen workload before seeking reassignment at that same status. After the initial reassignment, the faculty workload will be reevaluated bi-annually.

Changing Status. The decision to move from one status to another will be based on faculty choice and annual reviews by the RPT committee and the chair. Such changes in status will require a positive recommendation from two of the following three entities: the faculty member, the RPT committee, and the chair.

Special Considerations

Applied Music: In keeping with the NASM standards quoted above, faculty members who teach applied music will receive credit for 2/3 of a contact hour per private student.

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.

Program Directors: Because the Directors of Bands, Choral Activities, and Jazz Studies by necessity require a great deal of time off-campus for recruiting, clinics, and guest conducting, tenured and non-tenured faculty members holding these positions should receive an additional reduction of 3 contact hours, regardless of the teaching or research status to which they have been assigned.

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1 *National Association of Schools of Music Handbook 2007-2008*, p. 59