

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.”¹ 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.

¹ *National Association of Schools of Music Handbook 2012–2013*, p. 65.

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.