

College of The Arts
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 Operational Guidelines - Faculty Workload/FTE

The purpose of all of our College policies should be to help us realize our strategic plan. Our strategic plan is organized into five major goals, each with associated strategies and tactics. This policy will support the following goals (**bold**):

- **Access, Equity, & Diversity**
- **Research/Professional Practice & Academic Excellence**
- Innovative Learning Environment
- **Governance, Operations, & Finance**
- Community, Leadership, & Engagement

The College is setting forth the following guide as a basis for which workload/FTE assignments for all 9 month and 12 month faculty will be determined each semester.

Fall/Spring - 9M & 12M					
		Instructor	Tenure/ Tenure Track	Research	Administrator
Instruction	Course 1	21	21	0	0
Instruction	Course 2	21	21	0	0
Instruction	Course 3	21	0	0	0
Instruction	Course 4	21	0	0	0
Service		16	12	12	0
Research		0	46	88	0
Administration		0	0	0	100
		100	100	100	100

Summer - 12M					
		Instructor	Tenure/ Tenure Track	Research	Administrator
Instruction	Course 1	21	21	0	0
Instruction	Course 2	21	21	0	0
Instruction	Course 3	21	0	0	0
Service		37	12	12	0
Research		0	46	88	0
Administration		0	0	0	100
		100	100	100	100

General Guiding Principles

- Course credit hours dictate FTE. The FTE assignment for a credit hour is 7 FTE, excluding small enrollment courses which are addressed later.
- Individual faculty assignments can vary based on the circumstances of the department and faculty member for each semester. The Director of the School is responsible for making all faculty assignments within the school.
- Service amounts are maximums to not be exceeded.
- Stacked courses are two courses offered at the same time by the same instructor. This includes sequential course offerings (ie Level I & II; Level II & III) which must have sequential levels and cannot exceed two consecutive levels. Stacked courses also include offering UG and GR sections of courses with the same title taught by the same instructor at the same time. Stacked courses count as one course for Workload/FTE purposes.
- A cross listed course is a single course offered collaboratively through two or more departments or programs. Cross-listed courses offered by the same instructor count as one course for Workload/FTE purposes. Cross-listed courses offered by multiple instructors, in similar fashion, count as one course for Workload/FTE purposes. Therefore, total FTE for the course should be divided amongst the assigned instructors of record.
- For School of Music Applied Studio courses, Workload/FTE is calculated at 4 FTE per student in accordance with the Adjunct policy.
- For School of Theatre Production Involvement & Studio Theatre Performance courses, the Workload/FTE is included in the assignment of faculty member's production activity for the semester.
- For the School of Theatre & Dance, the other instructional effort can be used for production assignments. Production assignments should start from the NAST standard and be adjusted by the School Director as needed. Specific FTE assignments are as follows: Choreographing a piece – 10; Directing/Designing a show – 21 but can be adjusted by the School Director.
- Faculty assignments for PhD Dissertation, Master Thesis and other like courses will be assigned as Instructional Course effort up to a maximum of 3 FTE per student.
- Faculty assignments for Graduate and Undergraduate level Directed Study, Independent Study and other like courses will be assigned as Instructional Course effort up to 3 FTE per student up to a maximum of 21 FTE.

Workload Activity Mapping for FAIR

CoTA Category	FAIR Activity Type Group	FAIR Activity Type Title	Notes
Administration	Non-Instruction Related	Academic Administration	
Instruction	Course	Graduate Classroom	
Instruction	Course	Upper Level	
Instruction	Course	Lower Level	
Instruction	Course	Thesis/Dissertation	
Instruction	Instruction Related	Other Instructional Effort	SoTD production assignments
Research	Non-Instruction Related	Departmental Research	
Research	Sponsored	Organized Research	External funded research
Service	Non-Instruction Related	Service-Mandated	
Service	Non-Instruction Related	Univ Committees/Councils	

Service	Non-Instruction Related	Service-Professional/Public	
	Non-Instruction Related	Leave of Absence With Pay	Use rarely (ie. Sabbatical/FMLA)
	Non-Instruction Related	Leave of Absence Without Pay	Use rarely (ie. Sabbatical/FMLA)
	Instruction Related	Academic Advising	Do not use
	Non-Instruction Related	Release Time	Do not use
	Non-Instruction Related	Auxiliary Effort	Do not use
	Course	GA Course Assistants	Do not use