

## **Art Conservation Department** **Workload Policy**

All full-time tenured and tenure-track faculty members in the Department of Art Conservation are expected to engage in teaching, scheduled advisement, scholarship, and service further defined below. The Department Chair and faculty member, guided by the needs of the Department, will develop a written workload plan each spring for the following academic year.

Art conservation education and training is contact hour intensive. Therefore, workload in the Art Conservation Department is measured in teaching contact hours per week rather than in credit contact hours. (See Collective Bargaining Agreement, 2002-2005, 11.2)

### **Standard Tenured/Tenure-track Faculty Workloads**

**Teaching.** Art conservation demands both academic- and apprentice-style education and training strategies and teaching is an essential component of faculty workload. Teaching may include the preparation for and in-class instruction of semester-long department courses or portions thereof, teaching one of seven 12- to 15-day intensive portions or “blocks” of ARTC 654 and 655 focused on the care and preservation of specific materials, the supervision of Master’s-level students in a given subject specialty (ARTC 658,659, and 870) on one-on-one basis, and the supervision of thesis and dissertation activities, technical study projects, summer work projects, graduate and undergraduate internships, and academic advisement.

The typical administered teaching load for tenured and tenure-track faculty ranges from 2 to 3 regular courses each fall and spring semester in areas deemed necessary by the Chair. Regular courses typically have 3 contact hours per week although some art conservation courses are 6 contact hours. The teaching and advisement load should not exceed 18 teaching contact hours per week per semester. (See Collective Bargaining Agreement, 2002-2005, 11.9) Increases in percentage of overall effort devoted to teaching that result from the direction of theses and dissertations and sponsorship of independent study and special problems projects for students will be calculated by the Chair in accordance with the Collective Bargaining Agreement, Article 11.9, n. 3.

Each faculty member is expected to advise students and to keep a minimum of 5 office hours per week for this purpose. Each faculty member is also expected to undertake other teaching-related activities, such as attendance at department functions, participation in curricular planning, student recruitment, safety training, etc.

Teaching activities typically constitute 50% of a faculty member’s standard workload.

**Research and Scholarship.** Research is considered a significant component of faculty workload. This may include scholarly and scientific research, conservation activities including the examination, documentation, and treatment and/or preventive care of

cultural property, creative and consultative activities all of which may lead to publications, professional presentations, the development of research proposals, and other activities detailed in the Department's *Promotion and Tenure Guidelines*. Research productivity will be measured by considering both the amount and quality (including originality and significance to the field) of the work undertaken.

Research typically constitutes from 40% of a faculty member's standard workload.

**Service.** Each member of the faculty is expected to serve the University and broader community in ways best suited to the faculty member's talents and the needs of the department, college and university. Service obligations and activities may include participation in faculty governance, membership on departmental committees, serving as faculty advisor to student groups, guest lectures in courses of other departments, membership on College committees, membership on university committees, service to professional societies and national organizations, and special activities outside the university. Outside service can include lecturing to community groups, professional consulting and/or service on city, regional, state, or national boards or commissions. The willingness to undertake such work and competence in performing it are taken into account in the evaluation process.

Service activities typically constitute from 10% of a faculty member's standard workload.

Although members of the faculty are normally required to teach only during the spring and fall semester, as the Faculty Handbook makes clear (Section 4: Personnel Policies for Faculty) responsibilities of faculty members do not cease at other times during the year.

### **Modified Tenured/Tenure-track Faculty Workloads**

The Chair may approve requests for nonstandard workloads that otherwise are consistent with the Collective Bargaining Agreement and University policies and procedures. The Chair may also unilaterally assign nonstandard workloads as long as such assignments are otherwise consistent with the Collective Bargaining Agreement and University policies and procedures. Examples of such nonstandard workloads for tenured and tenure-track faculty are summarized below.

- a. **Emphasis on Teaching.** A tenured faculty member may ask to emphasize teaching and de-emphasize research in his or her workload and thereby ask to teach one or more additional courses during the year beyond the standard administered teaching workload. If the Chair accepts this proposal, the faculty member will be assigned additional courses and will have his or her teaching workload percentage increased accordingly.
- b. **Extraordinary Service.** With prior approval of the Chair, a faculty member who undertakes an extraordinary service role may request a teaching load or research effort reduction. If granted, the faculty member's workload percentages will be adjusted accordingly.

per c. **Low Research Productivity.** The Chair will assign one or more extra courses semester beyond the typical administered teaching load to faculty members whose research or creative productivity has been low and who are not actively engaged in scholarship. The Chair has discretion in making this determination. In general low research productivity is defined as the failure to do any of the following in a consecutive four-semester period: (a) publish (or have accepted for publication) in print or electronic form any scholarship; (b) present papers in scholarly conferences, symposia, academic institutions, and/or museums; (c) perform conservation activities including the examination, documentation, treatment, and preventive care of cultural property; and (d) organize and/or chair symposia, panels, sessions, or comparable events and activities.

**d. Other Modifications.** As long as he or she acts in ways that are otherwise consistent with the Collective Bargaining Agreement and University policies and procedures, the Chair retains the flexibility to average workloads over semesters or years. This most likely will occur when it is necessary to assign courses to cover for faculty who are on sabbatical or other leave, to account for co- or team-taught courses, or to take into consideration courses whose time requirements are substantially more (or less) than the 3 contact hour standard. In no case will the chair assign a workload that exceeds the limitations specified by the Collective Bargaining Agreement without the informed written consent of the faculty member. If a teaching assignment results in an overload, extra compensation will be given at the prevailing rate.

### **Summer Program of Sponsored or Un-sponsored Scholarship and Research**

Tenured and tenure-track faculty on 9-month academic appointments may request that performance in a summer program of sponsored or un-sponsored scholarship and research be included in the annual faculty evaluation. The faculty member must make the request for inclusion of such a program to the Chair on an annual basis during the workload planning process. The Chair may turn down the faculty member's proposal on substantive grounds related to the content of the proposal, the appropriateness of the proposed program as part of the workload for the faculty member, or the department's needs and priorities. If the request is granted, the agreement must be documented as part of the individual's workload plan for the subsequent year. Documentation must include a statement of the summer program of scholarship and research, and the expected products of that program, and it must stipulate the duration of the summer program up to three months. When it has been an agreed part of the faculty member's annual workload plan, the summer program of scholarship and research must be considered in computing the overall percentage distribution of faculty effort in teaching, research, and service for the year, with a weighting appropriate to the agreed duration of the summer program.

## **Non-Tenure Track Faculty**

### **Typical Teaching Load**

For non-tenure track faculty, workload is typically constituted as 100% graduate- and Undergraduate-level teaching, teaching-related activities, and departmental service. Activities related to teaching consist of such assignments as student advisement, development and delivery of art conservation courses and course materials, curriculum review, instructional support, internship placement and supervision, and serving as a guest speaker for courses outside of the department and faculty advisor to student groups. Service activities include undergraduate and graduate recruitment, departmental administrative duties, membership on College and university committees, collaborative initiatives with graduate programs in art conservation and national professional societies in conservation and allied fields, fund raising, preservation advocacy and public outreach. The maximum teaching load shall not exceed twenty-four credit-contact hours per week per semester during the academic year.

### **Modified Workload for Non-Tenure Track Faculty**

With the agreement of the Chair, this faculty may have their workload administered in order to pursue special scholarly/creative projects. In general, such agreement will be for a single semester, and the administered teaching load will not be lower than the department norm of 50% administered teaching load. This will be done in a manner consistent with University guidelines, approved program procedures, and collective bargaining requirements.

### **Reassignment of Workload**

When any faculty member is unable to perform the work that has been assigned during the annual planning process, the Chair is responsible for assigning alternate work that in his or her judgment is appropriate to ensure that the faculty member meets his or her full obligation to the Department. Reassignment to alternative work can occur whenever it becomes clear to the Chair that a faculty member has proved unable or incapable of discharging any element-teaching, research or service-of the original workload plan and there has been consultation with the faculty member.

Revised August 5, 2006 and February 3, 2006  
Previous document January 15, 2004