

Workload Policy-Department of Art History

Approved by the faculty on October 29, 2003

I. Standard expectations of tenured and tenure-track faculty

All full-time tenured and tenure-track faculty members in the Department of Art History are expected to engage in scholarship, teaching and service. Although faculty members are normally required to teach only during the spring and fall semesters, as the Faculty Handbook makes clear, responsibilities of faculty members do not cease at other times of the year. In particular, it is expected that the summer months will be used "for research and research-related travel as well as providing a reasonable period for relaxation."

A. Standard Teaching Expectations. The typical assigned teaching load for research active members of the tenured and tenure-track faculty on administered loads is two three-credit-contact-hour-courses per semester in areas deemed necessary by the Chair in consultation with the standing Undergraduate and Graduate committees. Special problems, independent studies, curricular planning, development of new lecture courses, Art History major advisee contact, and directing master's theses and doctoral dissertations as well as serving on dissertation committees shall receive credit as specified in the annual faculty workload agreement (article 11, footnote 3 of the 2002-2005 CBA). Each faculty member is required to advise students and to keep a minimum of two office hours per week for this purpose. These activities constitute 50% of a faculty member's typical workload, per semester for the academic year.

B. Standard Research/Scholarship Expectations. The production of original scholarship, its publication in the form of books, major exhibition catalogues, articles in scholarly journals, presentations in scholarly conferences, symposia, academic institutions, and museums is a significant component of faculty workload. Recognition of scholarship by means of fellowships, grants, prizes, awards, reviews, and citations of the faculty member's work is also considered an important part of faculty workload. Each faculty member is expected to engage in scholarly research that leads to publication on a regular basis. Such research typically constitutes from 35% to 40% of a faculty member's standard workload, per semester for the academic year.

C. Standard Service Expectations. Each member of the faculty is expected to serve the department, College, University, and broader community in ways best suited to the faculty member's talents and the needs of the department, College, and University. General service obligations include, but are not limited to, participation in faculty governance and in the development and effective conduct of the academic program. Faculty members are required to attend department meetings, to serve on department committees and participate in recruitment activities or events. Service typically constitutes from 10% to 15% of a faculty member's standard workload, per semester, for the academic year.

II. Modified Tenure/Tenure-Track 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 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 academic year beyond the standard administered 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. This option is available only to associate and full professors.

B. **Low Research Productivity.** The Chair will assign one or more extra courses per semester beyond the usual administered load to tenured faculty members whose research has been low and who are not actively engaged in scholarship and publication. 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 any four-semester period: (a) publish (or have accepted for publication) in print or electronic form any scholarship; (b) prepare and submit applications for fellowships and receive external funding; (c) present papers in scholarly conferences, symposia, academic institutions, and museums; and (d) organize and/or chair symposia, panels, sessions, or comparable events and activities.

C. **Modifications for Service Contributions.** A tenured faculty member who undertakes an extraordinary service role may request a teaching load or research effort reduction. If the request is granted, the faculty member's workload percentages will be adjusted accordingly. "Extraordinary service" may be defined as a single, large service obligation or several smaller ones. The Chair has discretion in making this determination. In instances where a faculty member holds a college or university administrative position outside the department, receives a reduced teaching load from the Dean, and is evaluated within the department, the Chair shall apply the same criteria for "extraordinary service."

D. **Summer Scholarship and Research.** Tenured and tenure-track faculty may request that programs of summer scholarship and research be included in their individual workload plans. Such programs, subject to approval by the Chair, will affect the overall percentage distribution of faculty effort in teaching, research, and service for the year. Guidelines and procedures for computing percentage distributions are contained in the Faculty Handbook (III, F 4).

E. **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 or modify workloads over semesters or years.

Such action most likely will occur when a faculty member takes on significant administrative duties, or when it is necessary to assign courses to cover for faculty who are on sabbatical or other leave, or to account for co- or team-taught courses whose time requirements are substantially more (or less) than the 12 credit-contact hours (per academic year) 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.

III. Reassignment of workload

When any faculty member does not perform the work that has been assigned during the annual planning process, the Chair is responsible for assigning alternative work that in his or her judgment is appropriate to ensure that the faculty member meets his or her obligations to the department. Such reassignment may occur, for instance, when a scheduled course fails to enroll a sufficient number of students or when an extraordinary service assignment is suspended. Reassignment to alternative work can occur, be it in the current or a subsequent semester, whenever the Chair determines that a faculty member is unable or unwilling to fulfill teaching or service obligations according to the original workload plan. In such a case, the Chair, in consultation with the faculty member, will assign compensatory duties.