



The University of Akron
Buchtel College of Arts and Sciences

Date: September 14, 2022

TO: Provost Wiencek

FROM: Dean McKinney

SUBJECT: Unit Level Workload Policy

The attached guidelines were approved by the faculty in the School of Art on August 31, 2022.

I approve these guidelines and criteria.

If you concur, we ask that you also approve the guidelines and criteria.

9/14/2022

Department Chair

Date

9/14/2022

Dean Buchtel College of Arts & Sciences

Date

Exec VP & Chief Admin Officer

Date

Myers School of Art Workload Policy 9/13/22

The mission of the Myers School of Art is to provide high quality education in the fine arts, art history, design, and art education. We seek to provide excellence in teaching, research, and community service, contributing to the visual culture of the region and beyond.

As set forth by Board Rule 3359-20-03.2, there is a 70-80% expectation rate per twenty-four (24) credit hour academic year of teaching in Baccalaureate programs.

To facilitate this, the faculty will consult with the director on reallocation of workload equivalents for the upcoming academic year during the scheduling period of spring semester. The director will, in consultation with the faculty and with the concurrence of the dean, assign workload for faculty. The director will provide each faculty member with a statement of her/his workload, and report to the faculty all load reassignments with a brief rationale at the first faculty meeting of the fall semester.

Teaching

Beginning in 2022/23, the Myers School of Art has been given the goal of 16.8-19.2 hours on average in teaching per T/TT faculty member. The minimum expectation for teaching load is 16 credit hours per year.

In all "team teaching" instruction, load shall be divided equally between instructors. In cases of combined sections, load shall be credited as for one section of the same duration. Expectations for teaching are set forth under Indefinite Tenure in the MSA RTP guidelines.

Faculty who supervise an independent study, act as the Sponsor for an Honors Research Project, or conduct field supervision will receive load according the standard University small-class formula. For undergraduates, that formula is: $(0.08 \text{ load hour}) \times (\text{number of students}) \times (\text{number of credit hours enrolled})$. This load may be accumulated and carried over within each academic year.

Studio

Per NASAD standards and through past practice, studio faculty meet for 330 minutes of classroom activity per week for a 3-credit studio course. MSA has established that T/TT faculty teaching studio courses will be allocated 4 load hours for each 3-credit studio course.

Joint Appointments

The teaching load of faculty holding joint appointments with another department will be determined by their individual letter of appointment.

Course Size Formulas

Course sizes are set by the Director and Dean after consultation with the appropriate faculty member, and will take into consideration facility and equipment capacities, safety, and pedagogical best practices.

Myers School of Art Small-Course Formula

Courses with 1-6 students will receive a 0.5 load per credit hour.

Courses with 7-9 will receive 0.75 load per credit hour.

Courses with 10-12 students will receive 1.0 load per credit hour.

BCAS Large-Course Formula

Courses with 51-100 students will be assigned 0.5 additional load hours.

Research

T/TT faculty members are expected to maintain an active research practice. T/TT faculty who wish to be considered for research load must submit proposals to the school director for research load consideration. Between 1 - 4 load hours may be allocated for a substantial contribution in at least one of the areas of research, creative activity, or scholarly inquiry as defined in the MSA RTP guidelines. The director will rank the meritorious proposals and, for those proposals where the Director decides to assign research hours, assign load to faculty in rank order until either all meritorious proposals or available research load hours are exhausted.

Art History faculty may be allocated 1 - 3 load hours per semester for research, with a teaching load of 9 credit hours per semester.

Service

T/TT faculty are expected to perform service as part of their workload. Service should be equitably divided and include service to the School, College, and University. Service to the Community and Profession is also valued. Between 0 - 4 load hours may be allocated for service assignments at the discretion of the school director.

Faculty Advisors may receive 3 load hours per semester. The Director is strongly encouraged to assign the Coordinator of Graphic Design 1 - 4 load hours per semester. Coordinators of other areas will receive 0 - 4 load hours according to need. Preparators of the NASAD Reaccreditation Self-Study should receive a total of 4 load hours for each semester during the year of self-study preparation. Faculty developing or initiating substantial curriculum changes may receive 1- 4 load hours according to need. Faculty supporting graduate research as an active member of an M.A. or Ph.D. thesis committee may receive load according to the formula: $(0.05 \text{ load hour}) \times (\text{number of students}) \times (\text{number of credit hours enrolled})$.

Faculty with substantial service responsibilities during summer sessions may request a stipend or load towards the following academic year.