



The University of Akron
Buchtel College of Arts and Sciences

Date: November 22, 2022

TO: Provost Wiencek

FROM: Dean McKinney

SUBJECT: Unit Level Workload Policy

The attached guidelines were approved by the faculty in the School of Dance, Theatre, and Arts Administration.

I approve these guidelines and criteria.

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

Department Chair

Date

Dean Buchtel College of Arts & Sciences

Date

Exec VP & Chief Admin Officer

Date

Dance, Theatre, and Arts Administration Workload Policy

The School of Dance, Theatre, and Arts Administration has a teaching range of 14.4-16.8 per year. Collectively, DTAA faculty far exceeds the workload expectations in a variety of ways, with most performing valuable service and research in addition to the aforementioned teaching load.

The faculty shall advise the director on potential issues related to the reallocation of workload equivalents for the upcoming academic year by the end of the last week of classes of the Spring semester. The director should, in consultation with the faculty and with the concurrence of the dean, assign workload for the faculty. The director shall provide each faculty member with a statement of her/his workload, and report to the faculty all load reassignments with a brief rationale.

Teaching:

Large class size: teaching 50-100 students without a full-time TA + an additional .5 load hour

Small Class Formula: Due to specialized course offerings in the curricula, enrollment in Dance, Theatre, and Arts Administration classes is occasionally less than what university standards consider full. This does not diminish the demands placed on faculty members regarding preparation and instruction. For students to graduate in a timely manner, allowing smaller classes to run is sometimes necessary. Formula: .5 load for 1-6 students; .75 load 7-9 students; 10+ full load.

Dance technique and studio classes, due to the physical toll teaching these courses places upon individual faculty, must remain exempt from this policy.

Independent Study: small class formula

Internship: small class formula

Honor's Projects advising: small class formula

Thesis Advising: 12 student credit hours equals one load credit

The following workload designations are suggested in accordance with benchmark university programs and NASD and NAST standards.

Director, Major Production: 3

Artistic Director, Dance Concert: 3

Designer, Major Production: 3

Choreographing for major production: 3

Fight or dance choreographer for a major theatre production: 1-3

Faculty Director/Coordinator, Student Productions/Projects: 3

Performer for major production: 1-3

Vocal or movement coach: 1-3

Service/ Administrative Assignments:

All full-time faculty members in the DTAA are expected to perform service as part of their normal workload. Service should be equitably divided and may include service to the School, College, and University. Faculty members assume and effectively perform non-teaching academic responsibilities. Such activities include participation in committee work, student reviews, recruitment, retention, and administrative assistance in matters of scheduling, budget,

space utilization, ordering of equipment and materials, the performance of designated supervisory activities, and the mentoring and advising of students. The service activities of NIT faculty should be guided by their letter of appointment.

Some suggested guidelines include:

Dance Program Coordinator: 3 per semester

Theatre Program Coordinator: 3 per semester

Arts Administration Coordinator: 3-6 per semester

Curriculum/Course Development: 1-3

ACDA faculty coordinator: 1 credit for two semesters (.5 each semester)

Advising: 1-3

Accreditation/self-study preparation: 3 credits per semester

General Education Coordinator for Theatre: 1

General Education Coordinator for Dance: 1

Significant recruitment activities involving travel or multiple events: 1-3 credits

Assessment activities: 1-3

Faculty Senate: 1

Buchtel College Council: 1

University Council: 1

Research/Creative Activity Assignments:

Tenured/tenure track faculty members who are required to engage in research/creative activities (i.e. for tenure and/or promotion) or who are engaged in significant activities should be given 1-3 credits per semester research/creative activity assignment. Professors who are not engaged in research/creative activity are expected to fulfill workload duties 100% in teaching and service without prejudice.

Progress in research should be proven for past research assignments before additional research/creative activity assignments are given. Research/creative activity assignments should be transparent; credit should be for research/creative activity only, not in lieu of or as a reward for service.

Research/creative activities are outside activities that do not involve classes, students, or teaching assignments. For example, UADC choreography, and theatre mainstage productions are teaching assignments, not research/creative activity assignments.

The director should take as much care as possible to not assign more than 4 courses per semester to any one faculty. The director should be mindful of reducing the number of preps for each faculty member and consolidating preps across faculty members. Workloads should be transparent to all faculty members.

In considering course assignments, physical demands should be taken into account, both for the individual courses as well as for faculty's overall loads. Using the University of Akron *Physical Demand Scale*, faculty are assumed to be able to complete duties that fit within the designations of *physically comfortable*, *light physical effort*, and *moderate physical effort*, unless otherwise prohibited by a person's ADA arrangements. Courses in which the physical demands exceed these designations and fit into the designations of *considerable physical exertion* and *extremely strenuous* should only be assigned when faculty agree that they are able to fulfill the physical demands of the course.