



The University of Akron  
Buchtel College of Arts and Sciences

Date: September 9, 2022

TO: Provost Wiencek

FROM: Dean McKinney

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SUBJECT: Unit Level Workload Policy

The attached guidelines were approved by the faculty in the School of Music on September 8, 2022

I approve these guidelines and criteria.

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

September 9, 2022

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Department Chair

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Dean Buchtel College of Arts & Sciences

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Exec VP & Chief Admin Officer

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Date

9/14/2022

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Date

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Date

## School of Music Faculty Workload Policy

The mission of the University of Akron School of Music is to provide a rigorous performance and academic education in music that meets the challenges of a rapidly changing musical environment while ensuring sound training in traditional areas of study. We seek to provide excellence in teaching, research, and community service, contributing to the musical culture of the region and beyond.

Beginning in 2020-2021, the goal for the School of Music is an average of 16.8 hours in teaching per T/TT faculty member, allowing for 7.2 load hours that could be assigned to research/creative activity or service if warranted based on mission-specific criteria. SOM faculty typically meet or exceed these expectations.

### Teaching

T/TT faculty carry a workload of twenty-four (24) credit hours per academic year. The minimum expectation for a teaching load is 16.8 credit hours per year. Credit hours may not be banked and cannot be carried over from one academic year to the next. Expectations for teaching are set forth under the Indefinite Tenure in the School of Music RTP guidelines.

Other course structures and contact hours are given below conform to NASM standards and practices.

### Independent Study

Independent Study	.10 x credit hours enrolled
Advanced Problems	.10 x credit hours enrolled
Student Teaching Supervision	.66 per student
Performance Seminar	.05 per student enrolled (studio class/sectional) up to a maximum of 12 students for a maximum of .60 load
Graduate Recital	.40 per student
Arts Small Class Formula	1-6 students = .5 load 7-9 students = .75 load 10+ students = full load
Large Class Formula	51+ students = .5 additional load
Master's Thesis Advisement:	
No teaching load will be assigned for supervising the master's thesis because such activity is included in the reduced teaching load.	

### Notes:

Load credit is not given for undergraduate senior recital (0 credit hours) because these options were added to the schedule only as a record-keeping device. Students should be taking applied lessons during the semester they perform the recital, and it is assumed that the faculty member is receiving credit for recital coaching in this manner.

Clock hours are calculated by taking the load hours x 3

All loads are based on enrollment figures on the 14<sup>th</sup> day of each semester.

**Large Ensembles (MUSEN) - Major conducted ensembles and Large Groups**  
Load assigned by School Director                      Minimum 2.0; 5.0 maximum

**Small Ensembles (MUSEN) - Coached**  
Brass Choir, Perc. Ensemble, Steel Band,  
Big Jazz Bands  
Chamber and Small Ensembles

2.0  
1.0

No more than two small ensembles from this category per semester without permission of the School Director. There should be no doubling of students (without the School Director's permission). Students must be enrolled by the 14<sup>th</sup> day and a course syllabus must be submitted to the School Director.

**Applied Instruction (MUSAP)**

Lessons                      .60 per 4 credit hours (One sixty-minute lesson per week)  
                                     .30 per 2 credit hours (One thirty-minute lesson per week)

**Research**

T/TT faculty are expected to maintain an active research agenda. Research load hours are awarded at the discretion of the school director. Faculty are typically awarded 2.0 load hours for research; however, in some instances, up to 4.0 load hours may be awarded.

Research assigned by School Director	Research Load Forms must be completed at the beginning of the term and an evaluation must be returned at the conclusion of the term.
Faculty ensembles assigned by Director	1.0 or 2.0 per semester, per ensemble

**Service**

T/TT faculty are expected to provide service to the school, college, and university; and should be equitably divided amongst faculty members. Service may range from 1-4 load hours and is awarded at the discretion of the school director. Faculty may be awarded credit for endeavors like:

Children's Concert Society tours	1.0-2.0 load credit
Coordinating events like Collage	1.0-2.0 load credit
Recording engineer	1.0-4.0 load credit
Recruiting	1.0-2.0 load credit
Advising	1.0-2.0 load credit
Area chair	1.0-2.0 load credit
Performance Seminar Coordinator	1.0 load credit

National Association of Schools of Music comprehensive review self-study writers may receive up to 4.0 load hours for two semesters during the year of the self-study preparation.

Faculty developing substantial curriculum changes may receive up to 4.0 load hours.