

College of Arts & Architecture Faculty Workload Guidelines

Tenured and tenure-track faculty members in the College of Arts & Architecture contribute in many different ways to the mission of the College and University, including the delivery of the core curricula necessary to serve all of our programs and in compliance and collaboration with our accrediting bodies: NAST, NASM, NASAD, NASD, NCATE, NAAB and LAAB.

This contribution results in considerable variance among faculty in their teaching, research/creative activity, and service responsibilities. While we embrace a variable workload model and the diversity of career emphases pursued by our faculty, we also recognize the need to maintain equitable expectations within and among our academic units. The following College guidelines ensure fair and equitable workloads for tenure line faculty within the College. These guidelines provide the broad outline; details of implementation may vary by academic unit in consultation with the dean.

1. All tenured and tenure-track faculty members are expected to engage in research/creative activity and maintain a productive agenda throughout their career. In those cases where a faculty member's research/creative productivity falls below expectations, the appropriate chair or director will make adjustments to that faculty member's workload. This may include increases in teaching load and/or service assignments to ensure that all faculty maintain an equitable and productive workload.
2. Assuming a productive research/creative agenda and service record, tenured and tenure-track faculty are expected to have a teaching load consisting of 6-18 contact hours per week for studio based courses, or a minimum 2-2 course load for lecture or seminar based courses, depending on the needs of the unit. A variety of types of courses meet this requirement including most offered via resident instruction, graduate courses, the e-learning cooperative, the world campus, or a blended format. Some faculty may teach a blended schedule of both studio and lecture/seminar courses.
3. All aspects of faculty workload (teaching, research/creative activity, and service) should be judged by production and quality. That is, colleagues cannot simply opt to emphasize one area of their workload but must show on a consistent basis that they are producing at a level that meets or exceeds department and college norms.

4. Tenured and tenure track faculty workloads should be evaluated by academic unit heads on a regular basis and adjusted (as appropriate) in the annual evaluation process for the upcoming academic year.
5. All tenured and tenure track faculty members are expected to engage in service activities. These may include service to the academic unit, College, and/or University, as well as service to the faculty member's profession. Institutional committee service may be supplanted by the forms of service that are unique to the visual, design, and performing arts. The College of Arts and Architecture has a unique mission within the University and the surrounding community to provide performing arts and design services that are not a part of other College missions. Such service bears the same weight within arts and design disciplines that committee service bears in other disciplines whose education of students does not depend on providing them opportunities for public involvement in student exhibits and performances.
6. Although supervising independent study courses and mentoring student research projects are important parts of the faculty role, they do not count as part of the normal teaching load. These activities are, however, essential indicators of faculty productivity and should be included in annual performance reviews and decisions about promotion and tenure.
7. The College recognizes the importance of focused research and creative opportunities for faculty members on the tenure track. It therefore endorses the philosophy that each tenure track member of the faculty who has successfully completed a second year tenure review be given focused research and creative opportunities. Since the governance, load, and schedule of each unit is unique, each unit of the College has developed its own plan. Please consult the College website for unit specifics. Course reassignments are provided in consultation with the academic unit head and the college dean.
8. Course and/or workload reassignments can be obtained for a variety of reasons, most typically the administration of an externally funded grant or contract that includes salary release, or extraordinary and usually temporary involvement in academic unit administrative duties.
9. If a faculty member is on sabbatical or leave during one semester of an academic year, he or she will be expected to have a normal workload in the other semester.
10. Courses are expected to enroll the minimum number of students as stipulated by University policy on under-enrolled courses (www.psu.edu/oue/aappm Section C-3). If a course does not attract a sufficient number of students, the course may or may not be offered, as determined by the chair or director. Curricula should be periodically reviewed to identify instances of persistently low enrollment courses and in cases where under-enrolled sections must be offered to meet degree requirements or pedagogical objectives, documentation of the

applicable extenuating circumstances shall be maintained by the unit. Under enrolled courses that must be taught, may be counted as part of the usual load; otherwise they will be considered under the rubric of independent study. In those cases where under enrolled courses are not offered, faculty are expected to make up for that assignment in a subsequent semester, or take on additional duties as assigned by the chair or director.

11. Delivery of core curriculum to meet departmental and accreditation requirements supersede teaching assignments of elective courses or special topics. Special topics courses must be approved by the unit head and are to be offered a maximum of two times in keeping with University Faculty Senate legislation. A special topics course should be developed into a regular offering if the faculty of a unit and the unit head determine that the course should be offered routinely.
12. Academic unit heads will monitor compliance with these guidelines.

Fixed-Term faculty members in the College of Arts & Architecture make significant contributions. These guidelines provide the broad outline for determining workloads for fixed-term faculty; details of implementation may vary by academic unit.

1. Full-time fixed-term faculty members on a 36-week contract who focus exclusively on teaching, teach a minimum of a 3-3 load or equivalent in contact hours as determined with the appropriate unit head. A variety of types of courses would meet this requirement including those offered via resident instruction, the e-learning cooperative, the world campus, or a blended format.
2. Fixed-term faculty members may have additional departmental assignments determined by the academic unit head that preclude a full teaching load. These may include advising, coordinating an internship program, administrative or research assignments.
3. Multi-year fixed-term faculty members are expected to be involved in service activities. These may include service to the academic unit, College, and/or University, as well as service to the faculty member's profession.
4. Academic unit heads will monitor compliance with these guidelines.