

## **Department of Music Full-time Faculty Workload Policy**

Annual workload for all full-time Music faculty members is intended to collectively reflect the goals and aspirations of the Department of Music, and to ensure alignment of Department activities with the overall mission and goals of the College of Arts, Media, and Design, and of the University. The Department of Music offers its music majors, music minors, and combined majors a cross-disciplinary approach to the study and practice of music, underscored by real-world experiential learning and cutting-edge technology. The music faculty are dedicated to three continuously interacting and integrated dimensions: the creation of music; its production, promotion and commercialization; and the study of its history, meaning, and impact on cultures around the globe — past, present, and future.

Annual workload for each full-time faculty member will be allocated across specific activities and performance expectations in teaching and education (collectively referred to hereafter as “teaching”); research, scholarship and creative activities (collectively referred to hereafter as “research”); professional development; and service and community outreach (collectively referred to hereafter as “service”).

### **Teaching**

Faculty members are expected to engage in a range of teaching activities that provide a high-quality education to students. Teaching activities include undergraduate and graduate courses, as well as supervising, training, and mentoring undergraduate and graduate students. Teaching loads should be comprised of an equitable distribution of small/medium/large-enrollment courses with the goal of attaining a balanced load among all faculty. The development of new courses, refreshment of curricula and individual courses, and repetition of the same course preparation should be accounted for in attaining this balance.

The Department of Music sees Directed Studies as Teaching (and not Service). Directed Studies are only offered by faculty on a voluntary basis, and all Directed Studies (and all similarly approved credit-bearing teaching activities) must first be approved by the Department Chair.

### **Research**

The Department of Music defines Research/Scholarship/Creative Activity in music, in the broadest sense of the term; including but not limited to the humanities (historical or critical methods), social sciences (ethnography, quantitative and qualitative methods), musical practice (composition, performance and conducting, education), creative industries (music industry, arts management, innovation and entrepreneurship), and the sciences (acoustics, psychology, and neuroscience). The Department of Music embraces interdisciplinary research and recognizes that the generation of new musical knowledge continues to transform and evolve into new disciplines and paradigms. All faculty members are expected to meet national research university standards for productivity within their field.

## **Professional Development**

Planned effort towards personal and professional development (i.e., improving knowledge, skills, practice, maintaining of professional credentials) are non-Teaching and non-Service based activities in which faculty may participate in order to improve agency, empower leadership, and enhance the overall strength of the Department, College, and University. The Department of Music embraces and values continuous, practical and theoretical lifelong learning and applied research, which include but are not limited to attending conferences, creative activity, formal coursework, and other informal (yet demonstrable) learning opportunities situated in practice.

## **Service**

All Full-Time Faculty members are expected to perform service activities within the University. This service is critical in contributing to the quality and effectiveness of the Department of Music, CAMD, and the University. Such service responsibilities include but are not limited to administrative duties, mentoring junior faculty colleagues, committee work, participating in search committees, aiding in policy or new program development, participating in diversity and inclusion initiatives, advising students, admissions events, community outreach, and involvement in comparable roles that contribute to the Department, College, and University.

All tenured faculty are expected to serve on a least two committees each academic year, selected from among the Department, College, and University; tenure-track faculty are expected to serve on at least one committee. The Department Chair consults with each faculty member at the beginning of each year to ensure that service assignments fall within reasonable expectations.

Faculty contributions to professional activities are also considered service. These activities may include, among others, participation in conference organization, membership on professional committees, membership on editorial boards and review panels, reviewing papers and grant proposals, and outreach through professional societies.

Non-Teaching activity consists of an agreed upon distribution of non-Teaching workload activity, which includes research, professional development, and service, and is determined on an annual basis by the full-time faculty member and the Department Chair during the Annual Review of Expected Activity.

## **Full-time Non-tenure-track faculty (teaching faculty, lecturers, academic specialists)\***

- 70 - 85% teaching (6 courses per year, 3+3)
- 10% research and/or professional development\*\*
- 10 - 20% service

\* During the Annual Review of Expected Activity with the Department Chair, FTNTT faculty will negotiate and confirm an agreed upon distribution of weights.

\*\* Professional Development may be substituted for "Research."

**Tenure-track faculty (untenured)**

- 40% teaching (2 – 4 courses per year per CAMD policy)\*\*\*
- 40 - 50% research/creative activity
- 10 - 20% service

\*\*\*Tenure-track course releases: See the document titled “CAMD Policy on Teaching Releases for Tenure-track faculty” on CAMD’s standard.

**Tenured faculty: research active**

- 40% teaching (4 courses per year, 2 + 2)
- 40% research
- 20% service

**Tenured Faculty: research-inactive (allocations to be recommended by Chair in consultation with Dean’s office)**

- 75-90% Teaching (6-7 courses per academic year)
- 10-25% Service

**Research “Inactive”**

A faculty member will be considered research inactive if he or she, over two out of the previous three calendar years, does not meet disciplinary expectations for progress on peer-reviewed long-term research, scholarly, or creative projects, applications for appropriate external funding, and regular dissemination of research/scholarship/creative activity in appropriate peer-reviewed or public venues. If the Merit Review process results in a rating of scholarly performance of “poor” in two or more of the three most recent reviews, this will serve as an indication of being research inactive. Once research inactivity has been determined through the annual Merit Review process, the Department Chair will meet with the faculty member to determine the course of action: 1) establishment of an improvement plan for the following academic year, to be made in consultation with the Office of the Dean and put into writing, or 2) conversion to research inactive status. In the case of establishing an improvement plan, if improvements are not successful, as indicated in a merit review rating of “poor,” the faculty member will be converted to research inactive status for the following academic year.

**Course Releases for Service**

For both T&TT and FTNTT faculty, annual teaching workload may be reduced in consideration of major service activity—e.g., a coordinatorship or other substantial administrative responsibility essential to the success of the department—at the rate of one course release per year, or one-half course release per year (i.e., one course release every two years), to be determined in consultation with the Department Chair and the Dean’s Office. Such service assignments and related course releases are proposed by the Department Chair and approved by the Dean. Once approved, the chair will discuss the release and related service activities with faculty member during the Annual Review of Expected Activity at the beginning of each academic year.

**Other Modifications to Workload**

Temporary adjustments to workload for a given faculty member may occur in accordance with University and Faculty Handbook Policies on sabbaticals, leaves of absences, and parental teaching relief.

### **Appeals process**

Any recommended adjustments in workload for a faculty member will be discussed in the Annual Review of Expected Activity with the Department Chair. If a faculty member disagrees with the assessment of Teaching, Research (and/or Professional Development), and Service made by the Merit Review Committee, that faculty member has the option to file an appeal. This appeal is delivered in writing to the Department Chair. The final determination of faculty workload is made by the Department Chair in concert with the Dean's Office. If the faculty member is still not satisfied with the decision rendered, the faculty member may decide to pursue a formal grievance as outlined in the Faculty Handbook.

### **Request for tenured faculty reinstatement to being Research "Active"**

Tenured faculty members who have elected to become research inactive, or who have been designated as research inactive, and have served in this capacity for at least one year, may apply for reinstatement as research "active." The faculty member must make this request in writing to the Department Chair at the beginning of the academic year prior to the year for which reinstatement is sought. The criteria for meeting the demands of reinstatement to research-active status will be defined in a written improvement plan outlining benchmarks for research activity to be met. Within the allocations for teaching/research/service for "research inactive" faculty, the approved performance improvement plan may allow a small proportion of the service assignment to be used as part of a plan to return to research activity, but if research activity is not attained within a year, that allowance may be discontinued. This written agreement must also be forwarded to the Dean's Office for review and approval.

### **Document availability and process for amendment**

The current version of the Department of Music Full-time Faculty Workload Policy will be distributed annually (via electronic format) to all full-time faculty members at the start of each academic year by the Department Chair. Each full-time faculty member can, at any time, obtain an accounting of their annual workload assignments by request in writing from the Department Chair. The policy document will also be made freely available to any faculty member by written request through the Department of Music main administrative office. A current copy of the Department of Music Full-time Faculty Workload Policy must be reviewed and approved by the Dean's Office and the Office of the Provost.

The departmental Workload Policy may be reviewed by the music faculty on an annual basis and should be reviewed at least every two to three years. Recommendations for amendment may be approved by the faculty by majority vote. If such recommendations are approved by the Dean and the Provost, the modification will be added to the policy with the date of modification, and the updated policy will then be electronically distributed to all Music faculty members, the Dean of the College, and the Office of the Provost.

Date of approval by Music Faculty: April 12, 2018

Date of next anticipated review by Music Faculty: April 12, 2019

Date of approval by CAMD Dean: April 13, 2018

Date of approval by Provost: September 6, 2018

### Checklist for Unit Workload Policy Documents

Each unit's chairperson and/or dean should initial each point on the checklist. By doing so, he or she attests that the full time faculty workload policy document satisfies each of these requirements.

- DSG Document is consistent with published College and University policies.
- DSG Document clearly reflects the goals/aspirations of the unit as these relate to workload.
- DSG Document clearly defines the types of activities that constitute each of teaching, research/scholarship/creative activities/professional development, and service for the unit.
- DSG Document describes the different types of full-time positions in the unit.
- DSG Document clearly defines the teaching, research/scholarship/creative activities/professional development, and service expectations for the different types of appointments.
- DSG Document describes all unit policies related to workload for full time faculty.
- DSG Document describes criteria in which workloads may be modified, including pre-tenured minimum course reductions, family leaves, maternity/adoption leaves, and medical leaves.
- DSG Document states how frequently the workload policy document will be reviewed.
- DSG Document indicates where and how the unit's current workload policy document can be found.
- DSG Document indicates where and how the workload assignments for each full time faculty member can be found.
- DSG Document describes the process for faculty to address any concerns with their workload in the unit.
- DSG Document indicates date of approval, any subsequent modifications by the unit, and anticipated date of next review.
- DSG Document indicates date of approval of the unit's dean.
- DSG Document indicates when it was sent to the Provost's Office to be included in the master list of policies for all units, and date of approval of the provost.

If the unit has one or more faculty with joint appointments in other units:

- N/A  
(DSG) Document defines how the workload policy changes for faculty members with an appointment of less than 100% in the unit, include impact of tenure home.
- N/A  
(DSG) Document describes how the unit will coordinate workload policy decisions with other units for faculty members with joint appointments, and how differences in workload expectations across units will be handled.