

CCM WORKLOAD GUIDELINES

Approved January, 2016

Origin and Scope:

This document was created jointly by the faculty and administration of CCM to provide guidelines for the equitable distribution of the workload of full-time faculty, both within departments and divisions and across the college.

The college anticipates its use as guidelines by individual faculty, departmental and divisional administrators, college-wide committees, and the college administration. The college further expects that this document may be used, from time to time, to protect and enhance the quality of full-time work life within CCM, consistent with the self-generated goals and objectives of the college. The workload guidelines are distinct from RPT criteria.

Preamble:

The College-Conservatory of Music affirms the right of its faculty to a challenging, high quality, professional work life. We believe that faculty, who have such a work life, make the best teachers and create around them the best environment for learning. Such a work life includes both teaching with its attendant duties and active engagement in professional development. A reasonable, equitable workload – both the amount of work for which one is responsible and the amount of time required to do it – is a vital component in creating both a quality professional life and an educational climate in which the best teaching and learning can be accomplished.

Though no individual teaching schedule in a community as diverse as CCM is ever likely to fit any guidelines precisely, we intend to arrive at professional load equity – not everyone punching the same time-clock or counting the same quantities of educational ergs, but a reasonable balance: a faculty able to meet its professional obligations efficiently with time enough to attain both professional and personal fulfillment.

Definition and Criteria:

The Work Week: Most faculty members at CCM work considerably more than forty hours per week. Like other independent professionals without prescribed working hours engaged in work that is relatively independent of place and clock time, faculty members seldom put their work aside. For purposes of defining workload, this document uses a forty-hour week as the benchmark and as a minimal expectation. In the CCM environment, some weeks demand much more time than others, hence the reliance on averages over a semester or, in some cases, an academic year. The average minimum forty-hour work week at CCM consists of:

(1) Twenty-four hours of teaching and other normal duties and responsibilities of full-time faculty. Assignments within these 24 hours are usually divided into 18 hours of “teaching” and 6 hours for “other normal duties and responsibilities.” The balance of assignments, determined by the appropriate Division Head, is flexible and should reflect each faculty member’s unique strengths; e.g., a faculty member not assigned advisees and committee work can expect to have an increase in teaching assignments in order to achieve equity among colleagues. “Other normal duties and responsibilities” are determined by the individual faculty member in consultation with the Division Head, and can include but are not limited to:

- Graduate and undergraduate student advising;
- Committee assignments;
- Auditions and adjudication of students;
- Student recruitment activities;
- Supervision of internships;
- Advising of theses, dissertations, other final projects, and participation in graduate examinations;
- Supervision and observation of graduate assistants;
- New course curriculum development;
- Supervision and observation of student teachers;
- Maintenance of stock and equipment;
- Office hours

- (2) Sixteen hours of research, professional development, and service to the field (40% of workload). The hours, which are within the control of each individual faculty member, may include but are not limited to:
- Creation of music, theater, and dance for public performance;
 - Media productions and/or related creative work;
 - Scholarly research and writing leading to publication;
 - Conference, seminar and workshop presentations, organization and/or participation;
 - Service and/or leadership in professional/academic organizations and societies;
 - Reviewing the work of colleagues.

It is understood that such activities may frequently require a total time commitment beyond forty hours per week, but become part of the professional portfolio of the faculty member and are recompensed through advancement in the respective discipline.

Guidelines for Teaching Load Credit: The Division Head in consultation with faculty member, assigns lecture and lab workload credit proportionally.

I. Classroom:

- A. Lecture classes: 1 credit hour = 2 workload hours
- B. Large lecture classes and upper level graduate courses: 1 credit hour = 3 workload hours
- C. Lab classes: 1 contact hour = 1.5 workload hours
- D. Combined lecture and laboratory classes: Division Head, in consultation with faculty member, assigns lecture and lab workload credit proportionally
- E. Seminars: Division Head, in consultation with faculty member, assigns seminar(s) workload credit
- F. Supervision of instruction by TA's and/or Staff: 1 class (including multiple sections) = 1 workload hour

II. Performance Instruction:

- A. Private lessons: 1 contact hour = 1 workload hour
- B. Group class (e.g. studio class, repertoire class, pedagogy class): 1 contact hour = 1.5 workload hours
- C. Supervision of required directed readings and required independent studies: 1 contact hour = 1 workload hour
- D. Supervision of student teachers: 1 student teacher = 1.5 workload hours

III. Productions and Ensembles:

- A. Assignments (e.g. Directing/Conducting/Designing/Choreographing) to major productions and workshop productions where there is direct faculty involvement = 3 to 9 workload hours (the number of workload hours for the specific assignment is to be determined by the appropriate Division Head in consultation with a relevant department chair where applicable, and will depend on the scope, scale, and complexity of the production and the respective assignments.)
- B. Conductor of ensembles: the number of contact hours equals the workload credit. The Division Head may adjust the respective workload hours of a specific ensemble to reflect the extent of services for that ensemble.
- C. Required chamber (coached) ensembles: 1 contact hour = 1 workload hour
- D. Supervision of Staff: 1 contact hour = 1 workload hour

IV. Student Media Practicum Supervision:

- A. Supervision of Student Media Practicum = 3 to 4.5 workload hours

V. Special Interdisciplinary Class Projects, Service and/or Experiential Learning Class Projects:

- A. Special interdisciplinary class projects, or service/experiential learning class projects where there is direct faculty involvement = 3 to 6 workload hours

Guidelines for Administrative Load Credit

I. Division Heads: 12 hours (50%) of the 24 hours allocated to teaching responsibilities

II. Department Chairs (Area Head, Program Director, Department Head): Minimum 7 hours, determined in consultation with Division Head, of the 24 hours allocated to teaching responsibilities

III. Program Coordinators: Minimum of 1 hour, determined in consultation with Division Head, of the 24 hours allocated to teaching responsibilities

NOTE: As a divisional or departmental chair, one automatically assumes prescribed committee assignments. A program coordinator does not.

Appeals Process for Workload Assessment

If a faculty member is not satisfied with their workload credit, they may choose to have their workload credit assessed. The faculty member would meet with their academic unit head and the Associate Dean for Academic Affairs to discuss their workload and arrive at a mutually agreeable workload outcome.