

Film and Digital Arts Workload Policy

Defined herein are the standard workload expectations for each Unit 1 faculty rank in the Department of Film and Digital Arts. Teaching, scholarly work, and service are weighted via a 100-point scale.

Exceptions to the Standard Workload

The standard workload may be altered in consultation with, and by approval of, the department chair. A non-standard workload will be considered for any faculty member with unusual needs, commitments, or circumstances. Workload expectations can be adjusted during the year in response to emergent needs and opportunities.

Teaching Overload

Exceeding teaching expectation will constitute a teaching overload. Overload compensation will be provided only in exceptional cases and in order to fulfill unusual departmental/college needs. A faculty member will be granted only one overload assignment per semester. All teaching for extra compensation must be approved on a case-by-case basis by the department chair. Faculty who teach an overload class will be compensated at the same rate per class as Temporary Part Time faculty.

Course Release

A course release providing faculty members with time to undertake important activities such as scholarship, professional development, or other service for the college may be granted in the following circumstances:

1. Professional/scholarly development (e.g., new faculty, pre-tenure faculty).
2. Administrative or service duties beyond the norm.
3. Sponsored-project research activities (e.g., grant buyout).

Mitigating Factors

If resources are available, an Instructional Assistant will be provided to instructors teaching a large class (i.e. thirty students or above.)

Standard Workloads for Unit 1 Faculty (weighted via a 100-point scale)

A. Tenured and Tenure Track positions

Assistant Professor

The standard teaching workload for the rank of Assistant Professor is 3/3 (i.e three classes per spring and fall semester). Junior Faculty will be afforded a reduced teaching load in their first year and their tenure year (a 2/2 load rather than a 3/3).

The expectation of time devoted to teaching, scholarship and service for Assistant Professors is as follows:

Teaching 40
Scholarly Work 40
Service 20

Associate Professor

The standard teaching workload for the rank of Associate Professor is 3/3 (i.e three classes per spring and fall semester).

The expectation of time devoted to teaching, scholarship and service for Associate Professors is as follows:

Teaching 60
Scholarly Work 20
Service 20

Full Professor

The standard teaching workload for the rank of Full Professor is 3/3 (i.e three classes per spring and fall semester).

The expectation of time devoted to teaching, scholarship and service for Full Professors is as follows:

Teaching 60
Scholarly Work 20
Service 20

B. Other Unit 1 Ranks in Film and Digital Arts

Professor of Practice

The standard expectation for Professors of Practice is a 3/3 teaching load (i.e. three classes per spring and fall semester). The work of PoP's will be teaching-focused. The department chair may, on occasion, request that a PoP provide service (e.g. an appearance at a recruitment event; participation in a discussion on departmental policy).

Teaching 90
Scholarly Work 0
Service 10

Lecturer

The standard expectation for Lecturers of all ranks is a 3/3 teaching load (i.e. three classes per spring and fall semester). The work of the lecturer will be teaching-focused. The department chair may, on occasion, request that a lecturer provide service (examples outlined under "Professor of Practice," above).

Teaching 70
Scholarly Work 20
Service 10

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