

UNM Department of Music Workload Policies and Expectations

AY 2022-23

The following workload policy is starting point which reflects many current practices in the UNM Department of Music. This is a living document which will be reviewed and re-considered in the coming academic year by the Department of Music faculty.

Faculty Load Calculations

Teaching loads in the Department of Music are based on the kind of teaching that is being done i.e. lecture classes, ensemble direction, and studio teaching. Each of these has a different FTE equivalency to account for the differing kinds of preparation that occurs outside of class and are based on the standards of the National Association of Schools of Music, our national accrediting body. These modes of instruction can be combined, and often are, to complete a full teaching load.

Ensemble directors receive load credit based on contact hours of their classes because all ensembles are 1-credit classes, regardless of the total class time.

Academic faculty in music theory and musicology are assigned 3+2 loads. Academic faculty in music education are assigned 3+2 loads with .5 credit given for supervision of student teachers both semesters. Large enrollment classes earn more load credit as listed below. For example, a faculty member teaching two 3-credit hour classes with 150 students enrolled would have a 3-class equivalency for that semester.

0-50 students	1:1
51-125 students	1.25:1
126-200 students	1.5:1
201 + students	1.75:1

A full-time applied studio teaching load is 15 contact hours of lessons and one group studio class per week.

Because we have many faculty who teach both applied lessons and academic classes or ensembles, many teaching loads are a combination of applied lessons and other teaching. Five (5) contact hours of applied lessons are equivalent to a 3-credit course.

Due to complexity of load calculations, the Faculty Workload Report excel spreadsheet, which has been used for many years, will continue to be utilized in order to review workload. This form is submitted each Fall and Spring in the first weeks of teaching. This form calculates lecture courses, applied music lessons, ensembles, team taught classes, student teacher observations, etc. This spreadsheet calculates adjusted credit hours of teaching which includes and serving on/chairing masters committees, and service. Faculty chairing a masters committee receive 1 adjusted credit hours teaching load per

student. A faculty member who is serving on a masters committee receive .5 adjusted credit hours teaching load credit.

Faculty Teaching Expectations

Assistant Professors

A teaching load for an academic faculty member is 3+2.

A teaching load for an applied faculty member is 15 hours of lessons plus a studio class per week, or an appropriate combination of lessons with other classes/assignments.

A teaching load for an ensemble director is 15 hours of rehearsal and rehearsal preparation per week or an or an appropriate combination of lessons with other classes/assignments.

Tenured Professors

A teaching load for an academic faculty member is 3+2.

A teaching load for an applied faculty member is 15 hours of lessons plus a studio class per week, or an appropriate combination of lessons with other classes/assignments.

A teaching load for an ensemble director is 15 hours of rehearsal and rehearsal preparation per week or an or an appropriate combination of lessons with other classes/assignments.

Lecturers (all ranks)

A teaching load for an academic faculty member is 3+3.

A teaching load for an applied faculty member is 15 hours of lessons plus a studio class per week, or an appropriate combination of lessons with other classes/assignments.

A teaching load for an ensemble director is 15 hours of rehearsal and rehearsal preparation per week or an or an appropriate combination of lessons with other classes/assignments.

Faculty Load Evaluations

Faculty will meet in late Spring with the Department Chair on an annual basis to discuss the previous year's load as well as the load for the upcoming academic year. This will be held in conjunction with the annual review.

Course Release

A teaching load reduction shall normally not exceed one course per semester. Certain administrative roles in the Department come with a standard one-course reduction. These are: Associate Chair and Graduate Coordinator. All faculty are eligible to apply for a course reduction within the following guidelines and policy. Faculty are expected to fully participate in the department while having a reduction in teaching load. Participation in student

committees, Department and University committee work, and meeting administrative deadlines is expected.

Eligibility Requirements:

- First Priority will be given to tenure-track faculty between year 3 and 5, who are preparing their research/creative work for promotion in year 6.
- Second Priority will be given to faculty who have not received a teaching load reduction or sabbatical within the past 3 years.

Course relief may be granted for the following (mirroring the *Faculty Handbook Policy C110: Teaching Assignments* (<https://handbook.unm.edu/c110/>):

- Exceptional productivity in scholarship/research/ or creative work
- Released time for course or curriculum development
- Research and creative work in preparation for promotion to tenure
- Load reduction in compensation for a teaching overload in an alternate semester (which would be arranged with the chair or Dean only under special circumstances).

Per the UNM Faculty Union: Article 10: Research Leave for Tenure-Track Faculty

All eligible tenure-track faculty in the bargaining unit, during their probationary appointment are eligible for Research Leave.

The purpose of this leave is to provide some teaching release (a minimum of two (2) courses) before the tenure review so that the bargaining unit member has additional time to strengthen their research/scholarly/creative works portfolio.

1. Research leave may entail being entirely released from teaching for a semester or multiple course releases over a series of semesters, dependent on college/department policy.
2. It is understood that while the bargaining unit member may be released from their teaching duties, they will have service responsibilities during this time.

Overloads

Faculty may earn credits towards a future course release due to working an overload. If a course release is not possible due to faculty limitations, a request to be paid for overloads at the current adjunct instructor rate may be discussed with the Department Chair. Due to fluctuations between semesters of applied music loads, a yearly evaluation of workload is most appropriate, especially in the case of credits toward course release and overload pay.

Service Expectations

Assistant Professors

Be active in recruiting, and/or serve on 1-2 committees at the department/college or university level, as part of professional national or international organization, or other duties as assigned by the Department Chair.

Tenured Professors

Be active in recruiting, and/or serve on 2 committees at the department/college or university level, as part of professional national or international organization, or other duties as assigned by the Department Chair.

Lecturers

Be active in recruiting, or serve on 1-2 committees at the department/college or university level, as part of professional national or international organization, or other duties as assigned by the Department Chair.

Examples of service include, but are not limited to the following:

Associate Department Chair
Graduate Coordinator
Undergraduate Coordinator
Active Recruiting
Area Heads (Brass Area Head, String Area Head, Woodwind Area Head, etc)
A program coordinator
Serving as the Member of a Standing Departmental/College Committee
Serving as the Member of a Search Committee
University Service (Senate, AF&T, etc)
Coordinator for Special Events
Special Assignments by Chair
Executive in a National Organization

Faculty Research and Creative Activity Load Expectations

Assistant Professors:

At least 1 research/creative project each semester including, but not limited to article, book chapter, book preparation/publishing, conference presentations, recordings, conducting engagements, orchestra membership, chamber music group membership, solo recitals, operatic roles, solo appearances with orchestras, etc. Assistant professors are expected to document research/creative activity in the annual Faculty Activity Report.

Tenured Professors:

At least 1 research/creative project each semester including, but not limited to article, book chapter, book publishing preparation/publishing, conference presentations, orchestra membership, chamber music group membership, solo recitals, operatic roles, solo appearances with orchestras, etc. Tenured professors are expected to document research/creative activity in the annual Faculty Activity Report.

Lecturers (all ranks):

No additional research/creative activity is expected. However, lecturers are expected to document research/creative activity in the annual Faculty Activity Report when engaged in such activity.