



**RESEARCH & CREATIVE WORK** - Please provide complete information when appropriate – (dates, titles, locations)

Research / Creative Project	Goal of Project (publication, performance, presentation, etc.)

**SERVICE AND/OR ADMINISTRATION**

Service Activity / Administrative Position

Notes:

**TOTAL WORKLOAD CREDIT** \_\_\_\_\_

**Other Information**

Collateral (non-Temple) Employment:
-------------------------------------

**Signature of Faculty Member** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department Chair's Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dean's Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Boyer Faculty Workload Policy**

### **May, 2006**

In making workload assignments, each department should use 100 percent effort as the base for making all workload assignments. What specifically constitutes 100 percent effort may vary in a number of ways across each department. Because the Boyer College is governed by the Temple-TAUP collective bargaining agreement, 100 percent effort for faculty members engaged in teaching and minimal service is defined as 12 semester hours per semester.

Every tenure-track and tenured faculty member who is actively engaged in scholarship or creative work should have assignments that include a mix of teaching, research/scholarship/creative work and service since all are important to the work of the College. The desirable mix for any faculty member or academic unit, however, is often dependent on the relevant discipline or field of the faculty members being assigned. Nevertheless, teaching and research/scholarship/creative activity should be given primary consideration and service secondary consideration in all workload assignments within the College.

New tenure-track faculty members, especially in their first two years, should be given assignments in keeping with their need to build a record of teaching and scholarship in preparation for tenure review. Such assignments may include lighter teaching loads in the first few years, minimal service assignments, and course assignments appropriate for developing their teaching craft. Senior faculty members should be encouraged to maintain their scholarly activity. However, senior faculty members who are no longer active in research/scholarship/creative activity should teach more than highly active scholars.

Service responsibilities for tenure-track faculty members should focus on activities relevant to their roles as University and College citizens. In general, tenure-track faculty members should not be expected to serve on departmental, college or university committees that require excessive time commitments. Service for tenure-track faculty should not exceed, on average, between 5-10 percent of their workload. In general, service for tenured faculty is expected and should account for a greater share of their academic year workload than is the case of tenure-track faculty members. Tenured faculty should participate in mentoring and conducting regular peer-review of the teaching and research of untenured faculty.

Unless they are on a 12-month fiscal year appointment, faculty members in the Boyer College are expected to be available for University business from the week prior to the start of the academic year through Commencement. Faculty members are expected to be available for University business 5 days a week and can receive teaching assignments that include courses taught either during the day or evening.

## **Calculating Load:**

<i>Academic Courses</i>	load = course credit
<i>Studio Teaching</i>	load = .6 credit per student (approx.) or approx. 20 hours of studio teaching per week.
<i>Large Ensemble</i>	contact hours equal credit hours (6 hours of rehearsal = 6 credit hours)
<i>Small Ensemble</i>	counted as studio teaching hours or in special circumstances contact hours will equal credit hours.
<i>Internships</i>	load assignment can vary, for example: student spends 30-40 hours in field, is observed by full time faculty once per semester, and attends two hour weekly seminar - Load = 2 credit hours
<i>Fieldwork Courses</i>	student spends 4-8 hours in field, and meets once weekly for seminar Load = 2 credit hours
<i>Student Teacher Supervision</i>	student spends 7 weeks in the field, supervisor interacts daily through e-mail, completes 3 school visits (including pre- and post-observation conferences with cooperating teacher and student teacher), and completes 3 state evaluation forms per student teacher. Load = 1/8-1/6 credit per student teacher supervised.
<i>Research Apprenticeships</i>	students works on research projects, involves continuous and close supervision Load = 1/3 credit per student
<i>Masters Final Projects</i>	chairing, .5 credits per student with a maximum of 3 semesters. Committee member, 1/4 credit per student during the semester of defense.
<i>Dissertations</i>	chairing, 1 credit per student with a maximum of 6 semesters. Committee member, 1/4 credit per student during the semester of defense.

Department Chairs, in consultation with the Dean and Associate Dean for Academic Affairs, have the operational responsibility for assigning faculty work. To assist with this process, all faculty load reports must first be submitted to department chairs for approval. All workload assignments will then be forwarded to the Dean's office for final approval. The Dean retains the ultimate responsibility and authority for faculty work assignments.