

September 5, 2011

Tyler Teaching and Workload Policy for Tenure-Track and Tenured Faculty

This policy conforms to the university workload policy and the 2008-2012 TAUP contract. In making workload assignments, each Department Chair and faculty member should use 100 percent effort as the base for making all workload/teaching assignments. Because the Tyler School of Art is governed by the Temple-TAUP collective bargaining agreement, 100 percent effort for faculty members engaged in teaching and service is defined as twelve 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, because all are important to the work of Tyler. The desirable mix for any faculty member or academic unit, however, is often dependent on the relevant discipline or field. Nevertheless, teaching and research/scholarship/creative activity should be given primary consideration and service secondary consideration in all workload and teaching assignments within the School. Additionally, faculty are encouraged to teach at all levels of the curriculum including undergraduate, graduate sections. Teaching assignments will be made with this in mind as it is important for students to have the opportunity to work with faculty throughout their time at Tyler, it also ensures variety in a faculty member's assignment. Department Chairs will consider the number of students that faculty teach when assigning classes. Studio faculty may be assigned classes outside of their home department to teach Foundations or Visual Studies courses when appropriate.

New tenure-track faculty members, especially in their first two years, may 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 two years, minimal service assignments, and course assignments appropriate for developing their teaching abilities. Senior faculty members are encouraged to maintain their scholarly and creative activity throughout their career at Tyler. However, senior faculty members who are no longer active in research/scholarship/creative activity should teach more than highly active scholars and artists.

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 especially during their first two years, however all eligible faculty are encouraged to serve on MFA thesis review committees. In general, service for tenured faculty is expected and should account for a greater share of their academic year workload than for tenure-track faculty members. Tenured faculty should participate in service to the school in addition to committee assignments that may include, for example, arranging for guest speakers, field trips, advising students, running the studios, assisting with student exhibitions, mentoring and conducting regular peer-review of the teaching and research of untenured faculty or non-tenure track faculty.

Unless they are on a twelve-month fiscal year appointment, faculty members in the Tyler School of Art 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 five days a week and can receive teaching assignments that include courses taught either during the day or evening.

Process

Each fall Department Chairs will meet individually with the Dean and/or Vice Dean to review the Annual Report of Faculty Activity completed by each faculty in their department. Department chairs, in consultation with the Dean and the Vice Dean, have the operational responsibility for assigning faculty work. The faculty member's ARoFA, proposed teaching assignments and load for the following academic year will be reviewed and determined at this time. The Dean retains ultimate responsibility and authority for faculty work assignments. Together with the Chair, the Dean will discuss the faculty member's demonstration of ongoing engagement in teaching, service, and research. These areas will be examined over an extended period of time, since certain projects require longer commitment and engagement than a single academic year. Workload is examined on a case-by-case basis, taking into consideration the overall needs of the department, college, and university.

All full-time Tyler faculty are assigned a twelve-credit workload each semester. Workload credits may be assigned from among the following array: coursework, faculty research/creativity, or service to the department, college, or university.

The following criteria are used in calculating faculty loads:

Academic and Studio Courses load = course credit, except for paired/stacked courses that are taught at the same time with the same faculty member, for these courses the load will equal the course credit for one course section.

Special course designations that are reviewed and approved by Department Chairs, these courses generally do not count towards a faculty member's load during the fall and spring semesters such as, Independent Studies and Field Internships.

Independent Studies are usually listed under the Department Chair and are meant to supplement, not supplant, existing architecture, studio, art education, or art history or courses. Please see Tyler Independent Study policy.

Field internships are designed to give students valuable real world experience. Students spend 10 hours per week in the field. Tyler faculty consults with host institution regarding the student's performance in the Internship. The final grade is based on host institution's evaluation and final written comprehensive paper submitted by the student. Please see Tyler School of Art "Course Proposal for Field Internships." GAID students follow the established Internship Guidelines.

Possible Course Reductions

Research & Creative Work- A Course reduction for creative work or scholarly research may be awarded to a faculty member by the Dean.

Department Chairs- As per the TAUP contract Department Chairs are compensated for the extra duties of their office during the fall and spring semesters by a reduction from the base teaching load. At Tyler this is a reduction of one course per fall and spring semester.

Area Heads- Service as an Area Head is recognized at Tyler with a course reduction of one course per academic year. For continuity Area Heads are assigned by the Dean to serve for a full academic year. Tenured and Tenure Track faculty are eligible to serve as Area Heads. Non-tenure track faculty may serve as Area Heads only under special circumstances and with the permission of the Dean as their assignments are focused on instruction.

Other Services- On rare occasions the Dean may assign a course release for service. The Dean with consultation with the Department Chair will assign a service project to the faculty member that will benefit all of Tyler.