

## **UO School of Music and Dance Assignment of Professional Responsibilities for Non-Tenure-Track Faculty**

In accordance with the Collective Bargaining Agreement between the University of Oregon and United Academics, this policy describes the assignment of professional responsibilities for Non-Tenure-Track Faculty in the UO School of Music and Dance.

### **Preamble**

Non-tenure-track faculty play a vital role and contribute significantly to the mission of the School of Music and Dance. Although their primary mission is to teach undergraduate students, when and where appropriate, program areas may assign limited graduate-level instruction to NTTF faculty in consultation with the dean's office. They also can make service and administrative contributions. This document addresses the assignment of professional responsibilities for Non-Tenure Track Faculty (NTTF) in the areas of teaching and service/professional development. Overall teaching and service/professional development loads are intended to meet the full curricular, enrollment and service needs of the School of Music and Dance while also making appropriate use of each NTTF member's qualifications and expertise and potential to acquire the appropriate expertise.

While this document describes the assignment of professional responsibilities in detail, faculty are encouraged to communicate with their area head, the department head of dance, and/or the dean or dean's designee at least annually before responsibilities are assigned to discuss their teaching preferences and service assignments and how those correspond to the curricular and enrollment needs of the school. SOMD NTTF teach, create, research, administer programs, develop and oversee undergraduate and graduate curricula, advise and mentor students, participate in university governance, and serve public and professional communities outside the university.

Typically NTTF professional responsibilities focus more on teaching than on other activities. However, their assignments will vary, depending on their abilities and interests, school and university needs, and opportunities for leadership and research/creative/professional work and professional development. Accordingly, this document provides guidelines for determining equitable and appropriate workloads for both adjunct and career non-tenure-track faculty in the SOMD.

Similarly, this document describes the professional responsibilities expected of NTTF. All NTTF members are expected to devote their full efforts to any and all assignments of duties they perform for the SOMD and university. Should a faculty member either become inactive or ineffective in assigned research/creative/professional or service roles, he or she may be reassigned an equivalent amount of additional teaching responsibilities to ensure full engagement in accordance with his or her contract.

Professional responsibilities are assigned by the dean or designee based on the full curricular, research/creative/professional, and service needs of the department. The dean recognizes the necessity to honor the trust and authority placed in him or her by operating in good faith in a collegial manner, and adhering to the guiding principles of equity, parity, and inclusiveness in making all assignments. Similarly, NTTF recognize the necessity to honor the trust and authority placed in them by performing their responsibilities in good faith in a collegial manner, and adhering to the guiding principles of equity, parity, and inclusiveness.

## **Section 1. Professional Responsibility Assignment Categories**

Faculty are expected to contribute to the University's goals regarding equity and inclusion. These contributions may consist of research, teaching, and service activities as appropriate, as well as involvement with academic and professional associations, non-profit, governmental, and/or private sector organizations. Assignment of professional responsibilities may consist of some combination of instructional activities (including but not limited to class preparation, classroom teaching, studio teaching, ensemble directing, ensemble coaching, evaluation of student work, advising and mentoring, and various forms of communication with students); research, scholarship, and creative activity; and service to the department, school, college or institute, and the university, and to external organizations, and communities.

## **Section 2. Developing Policy**

All Non-Tenure-Track Faculty and Tenure-Related Faculty in the SOMD will have the opportunity to participate in the ongoing development of written policy for the assignment of professional responsibilities and stipends or academic support resources for Non-Tenure-Track Faculty, by first considering any input provided by the dean or designee. The faculty will submit their recommended policy to the dean or designee for review. The dean or designee will document and discuss any revisions he or she makes to the policy with the faculty before submitting his or her recommended policy to the Provost or designee. The Provost or designee will have final authority to establish the policy for the School. If the Provost or designee materially alters the faculty-recommended policy, he or she will provide a written explanation for the change(s) to SOMD faculty in the department or unit. The dean, vice president, provost, or designee may initiate changes to established policies by informing the appropriate faculty of the change being considered, thereby initiating the process described in this section.

## **Section 3. Workload Percentages and Descriptions**

### **3.1 Music Faculty**

#### **Music NTTF Faculty Workload and Courses – \*see attached addendum with FTE formulas**

The specialized nature of music faculty workloads varies considerably based upon the type of courses assigned and the pedagogical methods utilized in instruction, supervision, and mentoring. The SOMD Music Faculty generally teach in one of three workload scenarios: “Music Academic Faculty,” “Music Performance Faculty,” or a combination of “Music Academic/Performance Faculty” duties. Dance faculty workload will be defined in a separate section of this document. Listed below is an outline of the nature of course assignments in music per each of the three categories. Any allotment of stipends for music or dance faculty will be consistent with university policy.

#### **Music Academic Faculty**

Standard workload percentages for 1.0 FTE *non-tenure-track faculty* are 90% for teaching and 10% (prorated for part-time appointments) for service, scholarship or creative activity, and professional development.

Typically, the course assignment is nine courses per year of 3-4 credit courses totaling 9-12 contact hours, or a suitable proportion depending on FTE percentage. For example, an NTTF appointed at a level of 1.0 FTE would be assigned nine courses a year and be expected to spend an additional 10% of his/her time in service, scholarship or creative activity, and professional development. In the unusual circumstance that an NTTF is asked to provide SOMD service or other activities beyond the contracted load, such as SOMD-related research/scholarship/creative activity, or professional development related to SOMD teaching, research, and service, appropriate course release or stipend may be granted on an individual basis. Variation in assignments or compensation requires consultation with the SOMD dean's office. For

faculty teaching large enrollment classes in excess of 40 students, workload formulas will be adjusted per the FTE percentages in the attached workload addendum spreadsheet.

### **Music Performance Faculty**

Standard workload percentages for 1.0 FTE *non-tenure-track faculty* are 90% for teaching and 10% (prorated for part-time appointments) for service, scholarship or creative activity, and professional development.

Typically, the teaching assignment is based upon contact hours as the bulk of teaching consists of one-on-one private studio lessons, master classes, chamber music, and small ensemble coachings totaling 21 contact hours, or a suitable proportion depending on FTE percentage. For example, an NTTF appointed at a level of 1.0 FTE would be assigned 21 contact hours of teaching per week and be expected to spend an additional 10% of his/her time in service, scholarship or creative activity, and professional development. In the unusual circumstance that an NTTF is asked to provide SOMD service or other activities beyond the contracted load, such as SOMD-related research/scholarship/creative activity, or professional development related to SOMD teaching, research, and service, appropriate course release or stipend may be granted on an individual basis. Variation in assignments or compensation requires consultation with the SOMD dean's office.

### **Music Academic/Performance Faculty**

Standard workload percentages for 1.0 FTE *non-tenure-track faculty* are 90% for teaching and 10% (prorated for part-time appointments) for service, scholarship or creative activity, and professional development.

Many faculty in the SOMD have hybrid or combined workload assignments due to the nature of the faculty member's area of expertise, size of the program, and the curricular needs of the unit. Many of the school's course offerings include laboratory courses that offer only one or two credits, but meet from one-six contact hours. In these circumstances, load credit will be based upon contact hours similarly to those performance faculty teaching one-on-one studio lessons, master classes, chamber music and/or small ensemble coachings. Therefore, workloads will be formulated using 0.3 FTE for 3-4 credit music academic lecture-type courses, and 0.3 FTE for 7 contact hours in performance-related and laboratory-type courses. In the unusual circumstance that an NTTF is asked to provide SOMD service or other activities beyond the contracted load, such as SOMD-related research/scholarship/creative activity, or professional development related to SOMD teaching, research, and service, appropriate course release or stipend may be granted on an individual basis. Variation in assignments or compensation requires consultation with the SOMD dean's office.

## **3.2 Dance Faculty**

### **Dance NTTF Faculty Workload and Courses**

The specialized nature of dance faculty workloads varies considerably based upon the type of courses assigned and the pedagogical methods utilized in instruction, supervision, and mentoring. The SOMD Dance faculty generally teach in one of three workload scenarios: "Dance Academic Faculty," Dance Studio Technique Faculty," or a combination of "Dance Academic/Studio Technique Faculty" duties.

### **Dance Academic Faculty**

Standard workload percentages for 1.0 FTE *non-tenure-track faculty* are 90% for teaching and 10% (prorated for part-time appointments) for service, scholarship or creative activity, and professional development.

Typically, the course assignment is nine courses per year of 3-4 credit courses totaling 9-12 contact hours, or a suitable proportion depending on FTE percentage. For example, an NTTF appointed at a level of 1.0 FTE would be assigned nine courses a year and be expected to spend an additional 10% of his/her time in service, scholarship or creative activity, and professional development. In the unusual circumstance that an NTTF is asked to provide SOMD service or other activities beyond the contracted load, such as SOMD-related research/scholarship/creative activity, or professional development related to SOMD teaching, research and service, appropriate course release or stipend may be granted on an individual basis. Variation in assignments or compensation will be made after discussion with the department head and consultation with the SOMD dean's office. For dance faculty teaching large enrollment classes in excess of 60 students, workload formulas will be adjusted per the FTE percentages in the attached workload addendum spreadsheet.

### **Dance Studio Technique Faculty**

Standard workload percentages for 1.0 FTE *non-tenure-track* faculty are 90% for teaching and 10% (prorated for part-time appointments) to service, scholarship or creative activity, and professional development.

Typically, the teaching assignment is based upon contact hours as the bulk of teaching consists of studio technique courses, and rehearsal and performance courses, totaling 21 contact hours, or a suitable proportion depending on FTE percentage. For example, an NTTF appointed at a level of 1.0 FTE would be assigned 21 contact hours of teaching per week and be expected to spend an additional 10% of his/her time in service, scholarship or creative activity, and professional development. In the unusual circumstance that an NTTF is asked to provide SOMD service or other activities beyond the contracted load, such as SOMD-related research/scholarship/creative activity, or professional development related to SOMD teaching, research, and service, appropriate course release or stipend may be granted on an individual basis. Variation in assignments or compensation will be made after discussion with the department head and consultation with SOMD dean's office.

### **Dance Academic/Studio Technique Faculty**

Standard workload percentages for 1.0 FTE *non-tenure-track faculty* are 90% for teaching and 10% (prorated for part-time appointments) to service, scholarship or creative activity, and professional development.

Most faculty in the SOMD Dance Department have hybrid or combined workload assignments due to the nature of the faculty member's area of expertise, size of the program, and the curricular needs of the department. Many of the Department's course offerings include studio technique courses that offer only one or two credits, but meet from two to four hours each week. Studio courses offering three credits have from 4-9 contact hours per week. In these circumstances, load credit will be based upon contact hours similarly to those performance faculty teaching 1-3 credit studio technique and/or rehearsal/performance related courses. Therefore, workloads will be formulated using 0.3 FTE for 3-4 credit dance lecture-type courses, and 0.3 FTE for 7 contact hours in studio technique and rehearsal/performance related courses. In the unusual circumstance that an NTTF is asked to provide SOMD service or other activities beyond the contracted load, such as SOMD-related research/scholarship/creative activity, or professional development related to SOMD teaching, research and service, appropriate course release or stipend may be granted on an individual basis. Variation in assignments or compensation will be made after discussion with the department head and consultation with SOMD dean's office.

### **3.3 Music and Dance Faculty**

#### **Teaching and Service Assignment Process for NTTF**

Adjunct and career NTTF course and service assignments are made by the dean or designee in consultation with area heads in music and the department head of dance with primary consideration for University and SOMD curricular, research/creative/professional and service needs, and secondary consideration of individual faculty interests. Refusal to accept an assignment that is appropriately aligned with an active contract may jeopardize an NTTF member's status as a career or adjunct instructor. The needs of the university occasionally recommend temporary assignment of NTTF effort outside the SOMD (e.g. in First-Year Programs, interdisciplinary, enrichment, or honors programs). Such reassignments, and the compensation that accompanies them, if any, are at the discretion of the dean or designee. An individual NTTF faculty member may be offered a course release and/or a stipend to teach a course in another university unit, or to perform administrative service outside the SOMD, at the discretion of the dean acting in consultation with the area head or department head of dance.

#### **Course Cancellation**

Should circumstances require the cancellation of a course, the dean or designee will formulate an equitable plan to make up for the lost faculty work that results from last-minute course cancellations. Career NTTF will be assigned an additional course, service assignment, or workload increase during the same AY in which the course was cancelled. If a replacement course is not needed, an academic activity equivalent to the cancelled course will be assigned. Adjuncts who have a course cancelled due to inadequate enrollment may have the terms of their appointment modified to account for the cancellation of the class, or the appointment may be terminated.

#### **Banking of Course Reductions**

A career NTTF member may request to defer redemption of a course reduction beyond the term in which the dean or designee offers the course release. The dean or designee will give due consideration to the desires of the faculty member, taking both personal and professional reasons for the requested deferral into consideration prior to making any decision. However, it is understood that where the individual request conflicts with SOMD limitations and/or needs, SOMD limitations and/or needs are given priority.

#### **Advising and Student Contact**

Routine advising of, and contact with, students taking their courses is considered a normal part of both adjunct and career NTTF members' course assignments (see above). This includes holding at least two office hours per week and communicating with students via phone, email, and/or course sites. Advising expectations outside the scope of one's own courses, such as academic or career advising for undergraduate majors and oversight of undergraduate internships and theses, will be considered service (if a small or irregular expectation) or as additional service with possible course release and/or compensation (if a larger and more formal part of a specific NTTF's job duties).

#### **Service and Scholarship/Creative Work/Professional development**

The non-teaching expectations of each Career NTTF position, including service, scholarship/creative work, and professional development, will vary by individual faculty member and will take into consideration individual faculty needs, as well as SOMD and university needs, as described in Section 4 below.

#### **Major administrative expectations**

Major administrative assignments are distinguished from the service described above by their duration and level of responsibility. Overall FTE will be adjusted accordingly in consultation with the dean's office.

#### **Section 4.**

For career NTTF, professional responsibility assignments will account for individual faculty needs. Factors to consider include, but are not limited to course preparations; balance of workload components based on faculty review and promotion; professional development expectations; agenda for research, scholarship, and creative activity; administrative duties; timing of activities (e.g., publication and grant deadlines, course load in given terms, and promotion review dates); and job description. Policy with respect to revising courses or creating new ones needs to take into account the nature of course design in different SOMD areas. Typically, revising courses is an inherent part of teaching them responsibly and so is an expected part of the job. If course creation is outside the normal expectations for NTTF, an adjustment of workload allocation, or other compensation, may be made. Variations from the standard workload percentages described in Section 3 require consultation with the SOMD dean's office.

#### **Section 5.**

An individual's particular professional responsibilities shall be assigned in accordance with SOMD policy. Assignments shall reflect:

- a. The instruction, research, and service needs of the university and the SOMD;
- b. The bargaining unit member's qualifications and expertise and potential to acquire the appropriate expertise;
- c. The bargaining unit member's evolving professional interests;
- d. Generally accepted practices in the field; and
- e. A realistic balance of duties consistent with the SOMD criteria for review.

#### **Section 6.**

The dean or designee (music area heads and/or department head of dance) shall be responsible for the scheduling and assignment of all bargaining unit faculty members' professional responsibilities in consultation with the area head or department head of dance. A bargaining unit faculty member may submit in writing, as part of the annual portfolio review process, his or her preferences regarding assignments for teaching, research, service and other professional responsibilities as set forth in this policy, and the member's anticipated resource needs. The faculty member shall be afforded the opportunity to meet with his or her dean, director, or designee at least annually, before responsibilities are assigned, to discuss the bargaining unit faculty member's preferences regarding assignments and the member's anticipated resource needs. The dean or designee may modify scheduled assignments, provided that the changes have been discussed with the faculty member before they are made and that changes are not made for arbitrary or capricious reasons. Although faculty members may request to adjust schedules or assignments, adjustments will depend on University and SOMD curricular and operational needs.

#### **Section 7.**

Each NTTF member must be fully engaged in teaching, research, and service work for the university to the extent of his or her appointment, and must be engaged in work or reasonably available for work for the entirety of the term for which the bargaining unit member is employed unless on approved leave.

#### **Section 8.**

An overload assignment is (1) an assignment that is in addition to the NTTF member's regular assignment and FTE status; (2) a one-time or limited assignment, made or approved by the dean or designee, that is in addition to or different from regular or usual assignments for the member's classification and rank; or (3) assignments unrelated to the NTTF member's primary job responsibilities.

**Section 9.**

Except as otherwise indicated in the June 10, 2014, Memorandum of Understanding regarding overload assignments, or in successor agreements, overload appointments will be assigned an FTE percentage commensurate with normal workload duties and compensated accordingly. Faculty may request that overload compensation take the form of course release. Approval for course release will depend on the curricular and operational needs of the SOMD and the University. No NTTF faculty member may be disciplined or terminated for refusing an overload assignment.

**Section 10.**

Appointments for which compensation is paid, in whole or in part, with federal funds may be ineligible for overload compensation.

<b>SOMD Music Workload Formulas</b>		<b>11/20/14</b>																																																
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