

**Idaho State University**  
**Department of Art**  
**Workload Guidelines** *[Revised April 2019]*

#### INTRODUCTION

The Department of Art will maintain general guidelines that articulate faculty workloads and establish methods for reporting time and effort for tenured and tenure-track faculty. Workload refers to the weighted contributions in instruction, research, service, and administration of each member of the faculty. Time and effort reporting is defined as the sum total of the instructional, scholarly, professional service, and administrative activities rendered to the department, university, profession, and general public by the faculty during any single year or other designated reporting period. The guidelines identify and describe classes of duties of the faculty, which are intended to be used as a general model for equalizing workloads among faculty members, and to provide a means for recognition and documentation of the time and effort of faculty members. These guidelines will be subject to periodic reconsideration and revision by the department.

The total responsibility of each member of the faculty to the department should be determined in such a way that each individual can make significant contributions toward completion of the mission and objectives of the department and at the same time enhance his or her own professional development. It is realistic and fitting that time and effort expended by individual faculty members vary from one another to better achieve the overall mission and goals of the department and/or to more effectively utilize each individual member's strengths. The faculty as a whole shares the general responsibilities for completing the instructional, research, and service functions of the department and institution. Individual faculty workloads, encompassing instruction, research, service, and administration, will be negotiated between the chairperson and full-time faculty members on a yearly basis.

In accordance with the University Faculty Workload Policy, and the policies of the State Board of Education, all full-time faculty members have a standard workload of 15 units (100%) per semester. Following these policies, the Department of Art uses a flexible model as a guideline for workload allocation. Faculty members typically allocate 9 or more workload units to instruction, 3 or more workload units to research and creative activities, and up to 2 workload units to professional service. Faculty members are responsible for establishing yearly workload plans in conjunction with the chairperson of the department. Faculty members may have their instructional workload reduced and research workload increased through negotiations with the chairperson and the dean and in conjunction with the enrollment and research needs of the department. Additionally, significant amounts of service may warrant workload reallocations.

#### INSTRUCTION

Tenured and tenure-track faculty members in the department typically have an instructional workload of 9 units per semester, with the most common instructional assignment of three 3-credit courses. Actual workloads may vary because of weighting factors; types of courses; additional teaching, such as thesis supervision, independent study supervision, advising, and other assigned student contacts; and departmental requirements. Exceptions to the typical instructional workload require formal approval from both the department chair and dean. The instructional load of the department chairperson will be negotiated with the dean.

Faculty need to track their instructional workload in the following three categories: Instruction- Related Activity (courses taught, e.g., lecture, studio, independent study, thesis, etc.), Out-of- Classroom Activities Related to Instruction (new course development, new teaching modalities, major course revision, development of digital or web-based modules, etc.), Other Instruction Activity (supervision of undergraduate and graduate students). Instruction time and effort varies according to class size, course level, and other factors. A large-enrollment, lecture format is suitable for some courses, but not for others. A lower- division survey course perhaps can be taught effectively to 35-45 students, but an upper-division seminar on a special topic, or a studio course, may be limited to a maximum of 15 students. Distance learning and online courses often take more time than on-campus courses. Enrollment alone does not signify that one kind of course is necessarily more work than another.

Tenured and tenure-track studio faculty will always be given priority over adjunct faculty in regard to teaching studio courses as part of their instructional workload. In the event that a studio course taught by a tenured or tenure-track faculty member must be cancelled because of low enrollment, that faculty member will be assigned another studio course that would have been taught by an adjunct faculty member or graduate student, with the latter being reassigned to teach either a section of the art appreciation course, Introduction to Art, or one less course that semester.

If a tenured or tenure-track faculty member serves as Gallery Director of both the John B. Davis and compARTment Galleries, he/she will be recognized as having an increased service load (as discussed in detail in the Professional Service section below) and a workload reallocation of at least one 3-credit course release per semester will be negotiated with the department chairperson.

Faculty members are expected to demonstrate a commitment to meritorious undergraduate teaching as evidenced by establishing clearly articulated learning outcomes for their classes and measuring student performance against the outcomes; by submitting a portfolio of syllabi, teaching materials, and allowing classroom visits by a designated departmental review person or committee; by participating in conferences and/or workshops focusing on pedagogy; by working towards incorporating technology into courses; by including gallery visits and other visual arts- related activities in the curriculum; by publishing in pedagogical outlets or by giving invited

talks about teaching; and/or through other evaluative criteria established in the three-year strategic plan negotiated with the chairperson. Not all of these criteria will be applied in each faculty situation, and criteria may vary across evaluative periods. Individual teaching plans and accompanying criteria should be established and reviewed no later than every three years.

Tenure Track and Tenured faculty, and in some cases adjunct faculty, teaching studio courses are responsible for management of studios and providing a clean and safe workspace for students. Each area head will fulfill fiduciary responsibilities of managing studio materials and equipment. Faculty area heads will assess equipment and material needs of their studio, order and maintain adequate levels of inventory, and distribute materials fitting to each specific course and media. Area heads are responsible for maintenance of studio equipment specific to media area. If this maintenance is outside the area head's area of ability and/or expertise, they will make arrangements for Facility Services to do the required maintenance on the specific studio equipment in question.

Studio safety is a priority in all media areas. All hazardous materials must be clearly labeled and satellite disposal containers should be provided for their disposal. Additionally, Material Data Sheets for all materials present in studios must be available in a location accessible to all students. Faculty may be required to execute custodial duties including (but not limited to) cleaning studio floors, greasing overhead hoist tracks, and restroom cleanup. When available a Career Path Intern may be appointed to assist with studio management.

Each Tenure Track/Tenured faculty (and in some instances Visiting Faculty) maintain budgets for their respective areas. Budgeting includes: ordering and assessing supplies throughout the academic year and summer, budgeting for maintenance costs and planning purchases for efficient use of lab fees and material supplies.

Faculty are expected to attend student exhibitions and other events/exhibitions, including meetings, supported by the department.

All art and art history courses must be regularly updated and maintained through careful reading, scholarship and investigation of new materials and techniques. Each faculty member will be responsible for advising students, with the ultimate goal of strengthening the department by promoting full enrollment and guiding students on the appropriate path towards artistic development and graduation.

In addition to the formal individual instruction of undergraduate and graduate students discussed in the Instruction section above, the Department of Art requires a significant amount of informal individual instruction, which is expected of all tenured and tenure-track faculty. This informal individual instruction includes working with students on individual research, thesis drafts and grant applications; visiting MFA studios to discuss students' work; serving on graduate thesis committees and undergraduate senior oral

defenses; and participating in graduate first-year and candidacy reviews. Significant individual instruction, of both undergraduate and graduate students that goes beyond such expectations may warrant workload reallocation, which will be negotiated with the department chairperson.

#### RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITIES

All tenured and tenure-track faculty members in the Department of Art are required to be actively engaged in research, scholarship, and/or creative activities in their areas of specialization. Tenured and tenure-track faculty members typically have a workload assignment of 3 or more units in scholarly activities. This engagement is demonstrated by consistently generating, in line with the faculty member's three-year plan, the products highlighted in Tier I for research in the College of Arts and Letters Tenure and Promotion guidelines. Such engagement is equally demonstrated through the extent of effort involved in the conception, development and creation of work leading up to dissemination.

Tier I research products include, but are not limited to: participating in solo, juried, and invitational exhibitions, presenting at professional or scholarly conferences, writing grant proposals for external funding, collaborating with other departments and universities on externally-funded research projects, publishing in peer-reviewed journals (including reputable international journals), writing and publishing monographs with university or other scholarly presses, publishing articles/chapters within monographs or books, publishing essays/substantial entries in museum or exhibition catalogues, publishing books through academic publishers, reviewing manuscripts for journals and publishers, writing book reviews (including those for scholarly online venues), publishing in proceedings of scholarly conferences, and editing professional journals or book series and/or edited volumes. Additional areas of research/scholarly activity include commissions, performances, visiting artist/scholar lectures, visiting artist workshops, jurying exhibitions, acceptance to artist residencies, publications in non-refereed venues, organizing/chairing/serving as respondent for sessions at scholarly conferences, research travel and work in archives, and unpublished manuscripts. This list is not meant to be exhaustive.

The department encompasses many diverse areas of expertise; therefore, we expect there to be great variation among our faculty in the ways they demonstrate engagement in their profession. Faculty should report specific details of research accomplished and disseminated in their annual self-evaluations, attaching copies of documentation materials. The overall intent of this policy is to encourage faculty members to contribute to their scholarly professions in multiple ways each year, and to create three-year research plans with potential for significant scholarly impact.

In general, non-tenure-track faculty members are not allocated any workload units for scholarly activities unless it fulfills a need for the department and is approved in advance by the dean.

## PROFESSIONAL SERVICE

Department tenured and tenure-track faculty members are expected to engage in professional, discipline-specific, and institutional service, with up to 2 workload units allotted to each faculty member for these duties in accordance with the University Faculty Workload Policy.

Departmental service, beyond regular attendance at departmental meetings, is required for all tenured and tenure-track faculty members. In addition, a contribution of some combination of departmental/college/university/professional service is also expected of faculty members and may vary from year to year. Departmental/college/university service may include attending and/or participating in events, such as lectures, panel discussions, and gallery receptions; writing Periodic Peer Reviews; serving as a GFR; writing recommendation letters; and serving on Tenure & Promotion committees, search committees, and other college and university committees. Professional service for faculty members in the Department of Art includes activities such as sharing scholarly expertise by giving public lectures and workshops, serving on appropriate boards or committees, and/or being actively involved in other venues that bring favorable publicity to the faculty member, the department, and the university. Some professional service on a national level (e.g., national boards) may necessitate a workload reduction in other areas, as negotiated with the dean. As with instruction, these criteria should be established and reviewed no later than every three years.

The department recognizes the fact that there may be overlap between scholarly activity and public service activity. Specific questions about how to apportion time and effort should be resolved between the faculty member and the department chair. In distinguishing research activities from service to one's scholarly profession, the faculty member should determine whether her or his work is mainly administrative (e. g., treasurer of a professional organization) or whether the work relies heavily upon expertise in the scholarly area (e.g., editing a journal, organizing and/or participating in a conference or scholarly event, etc.). Some contracted administrative work, such as full-time leave to serve in the Office of the Provost, is considered in the Administration category below.

The department will recognize serving as chair of a university search committee as an increased service load responsibility and may reallocate workload accordingly. Similarly, tenured and tenure-track faculty performing extraordinary departmental service (e.g., director positions, such as Graduate Program Director and Gallery Director of the John B. Davis and compARTment Galleries) will be recognized as having an increased service load and a workload reallocation may be negotiated with the department chairperson (see the Instruction section above for the recommended reallocation of teaching workload for the Gallery Director).

The responsibilities of the departmental director positions are as follows:

Graduate Director: Coordination of all aspects of the MFA program, including all correspondence with potential and current students, organizing and conducting meetings with all students at the beginning of each semester to discuss procedures, organizing the graduate student presentations at the beginning of each academic year, coordinating the assignment of studios each semester, keeping students on track with scheduling the required first-year and candidacy reviews, etc.

Gallery Director: Coordination of all aspects of the department's galleries-the John B. Davis Gallery and the compARTment Gallery-including setting the gallery schedules; meeting with faculty, graduate students, undergraduate students, and visiting artists about scheduling exhibitions; coordinating and assisting with every aspect of hanging and striking the exhibitions; for student exhibitions, making each student aware of his/her responsibilities and tasks; coordinating all publicity for exhibitions, such as designing, ordering, mailing, and/or posting exhibition announcement cards and posters, writing and publishing press releases, and facilitating public relations; coordinating all aspects of the Annual Undergraduate Exhibition and Scholarship Competition, including designing and printing the entry forms and the brochure with the juror's statement, collecting and organizing the artwork, assisting with fundraising and juror selection , hanging and striking the exhibition, and presenting the awards on opening night; shopping for and organizing opening receptions; maintaining the gallery spaces, including purchasing the necessary materials and supplies; digitally photographing and cataloguing each exhibition; and overseeing the student gallery attendants.

#### ADMINISTRATION

A faculty member on leave from the department to perform administrative work, such as serving as a dean or provost, will be evaluated for these efforts. Administrative work will be viewed as part of the faculty member's workload. A faculty member serving as department chairperson will receive a workload allocation for administration that is negotiated with the dean.