

**College of Communication, Architecture + The Arts  
Differential Workload and Assignment Classification Policy**

**Approved by Dean | 2022**

The College of Communication, Architecture + The Arts uses nine categories of teaching and research effort distribution to determine Annual Assignments for all tenured, tenure earning, and non-tenure earning full-time and visiting faculty. Each of the nine categories describes a numerical allocation of weighted teaching, research, and service effort.

Teaching/Research Classification:	# Courses (Fall / Spring)	Teaching Assignment	Classroom Contact Minutes/Week	Research Assignment	Service Assignment
1. Teaching Only	8 (4 / 4)	.90	1200	.00	.10
2. Significantly Enhanced Teaching	7 (3 / 4)	.73 - .89	1050	.001-.17	.10
3. Enhanced Teaching	6 (3 / 3)	.51 -.72	900	.18 -.28	.10
<b>4. Standard Teaching + Research</b>	<b>5 (2 / 3)</b>	<b>.51 -.61</b>	<b>750</b>	<b>.29 - .39</b>	<b>.10</b>
5. Enhanced Research	4 (2 / 2)	.40 -.50	600	.40 -.50	.10
6. Significantly Enhanced Research	3 (1 / 2)	.29 -.39	450	.51 - .61	.10
7. Intensive Research	2 (1 / 1)	.17 -.28	300	.62-.72	.10
8. Extensive Research	1 (0 / 1)	.001 -.17	150	.73 -.89	.10
9. Research Only	0 (0 / 0)	.00	0	.90	.10

Notes

- Decisions for allocations of weighted effort should be based on each faculty member's productivity over the most recent three years and the department's needs.
- **Appendix A, "Course Equivalency Matrix,"** should be consulted to determine appropriate teaching coefficients.
- **Appendix B, "Typical Assignment Examples,"** can also be consulted to determine load distribution.
- A total annual teaching load of five courses or fewer (with an assignment of <.89) but which collectively entails 1200-1500 contact minutes per week will be classified as an "Enhanced Teaching" classification.
- During the first three-years of the tenure track period, tenure track faculty members are expected to be offered the equivalent of 3 three-credit course reductions. The teaching reduction typically translates into a 2/2 load during each of the first three academic years. Starting in the fourth year, tenure-track faculty members typically move to a Standardized Teaching + Research classification.
- All faculty members in the College will annually be assigned a service effort of ten percent (.10) of their total effort. The remaining ninety percent (.90) of the total effort will be distributed between teaching and research.
- Department Chairs will submit **Appendix C, "Department Summary of Effort Table,"** to the Dean listing all department faculty members and their proposed weighted annual assignment using the chart above to indicate planned teaching, research, and service load. Once the Dean has approved the Annual Assignments, the Chair will distribute the Annual Assignments their respective faculty members incorporating the weighted allocation delineated numerically and in narrative form as part of *the Chair's Annual Assignment of Effort Memo*, which is distributed to each full-time and visiting faculty member in accordance with the Collective Bargaining Agreement.

## Appendix A: Course Equivalency Matrix

Course Type Description	Assignment Coefficient (equivalency to a standard 3cr course)	Course Credit Hours description	Course Contact Time (Contact Minutes / week)	Course Contact Time Conversion (to 3cr. equivalent)	Enrollment Conversion Factor (for large course enrollments)
<b>2 – 3 Credit Seminar Course</b>	0.1125 of effort	2 Cr – 3 Cr	Minimum 150 contact minutes per week	na	>25 (x 1.17)
<b>2 – 3 Credit Lecture Course</b>	0.1125 of effort	2 Cr – 3 Cr	Minimum 150 contact minutes per week	na	110 - 210 (x 1.17) 211 - 310 (x 1.34) >310 (x 1.50)
<b>4 Credit Lecture/Seminar</b>	0.15 of effort	4 Cr	Minimum 150 contact minutes per week – varies	varies	110 - 210 (x 1.17) 211 - 310 (x 1.34) >310 (x 1.50)
<b>1 Credit Lecture/Seminar</b>	0.04 of effort	1 Cr	Minimum 50 contact minutes per week	varies	na
<b>Design Studio</b>	0.22 of effort	4 Cr – 6 Cr Pre-graduate and Graduate design Studios	Minimum 510 contact minutes per week	255 contact minutes/week	>19 (1.34)
<b>2 – 3 Credit Individual, Applied and Composition Lessons</b>	0.0225 of effort	2 Cr – 3 Cr Typically constituted as weekly 50 min private lessons	Minimum 50 contact minutes per week	250 contact minutes (five lessons equal one 3 cr course)	na
<b>1 Credit Individual, Applied and Composition Lessons</b>	0.0113 of effort	1 Cr Typically constituted as weekly 25 min private lessons	Minimum 25 contact minutes per week	250 contact minutes (ten lessons equal one 3 cr course)	na
<b>Large Ensemble Coaching</b>	0.1125 of effort	Varies	Minimum 200 contact minutes/week	na	>30 (1.17) >50 (1.34) >70 (1.50)
<b>1 Credit Chamber Ensemble</b>	0.022 of effort	1 Cr Typically constituted as weekly Ensemble lessons (per student group)	Minimum 50 contact minutes per week	250 contact minutes (five lessons equal one 3 cr course)	na
<b>Sight Singing, Music Ed, Technique, Other Ensembles &amp; Lab-type classes</b>	0.08 of effort	Varies		na	na
<b>Thesis / Master Project, Recital Sequence</b>	0.1125 of effort	9 credits of lessons & 6 credits of thesis	Minimum 150 contact minutes per week	na	na
<b>Theatre Lab (Variable Credits)</b>	0.04 of effort	1 Cr – 2 Cr A single course's content is typically shared amongst 2-4 faculty. Each faculty receives .04 credit	Minimum 360 contact minutes per week (shared amongst 2-4 faculty)	na	na
<b>Theatre Thesis / Senior Project</b>	0.08 of effort		Minimum 100 contact minutes per week	150 contact minutes	na
<b>New Course Development or Major Curriculum Development</b>	0.04 of effort	Specific duties and expected deliverables are to be outlined in memo from Chair and attached to Annual Assignment	Minimum 50 minutes per week	150 contact minutes	Na
<b>Writing Lab</b>	0.125 of effort	3-4 Credits	Minimum 300 contact minutes per week		na

## Appendix B: Typical Assignment Examples

### Example A: (Standard)

Category: Standard Teaching @ **.56 (750 Contact Minutes)**

Fall	Spring
3 credit course (.1125)	3 credit course (.1125)
3 credit course (.1125)	3 credit course (.1125)
3 credit course (.1125)	

### Example B: (Hybrid – Lessons)

Category: Standard Teaching @ **.56 (950 Contact Minutes)**

Fall	Spring
3 credit course (.1125)	5 2 credit lessons (.022x5=.13)
3 credit course (.1125)	3 credit course (.1125)
5 2 credit lessons (.023x5=.1125)	

### Example C: (Lesson - Enhanced)

Category: Enhanced Teaching\* @ **.56 (1250 Contact Minutes)**

Fall	Spring
5 2 credit lessons (.023x5=.1125)	5 2 credit lessons (.022x5=.13)
5 2 credit lessons (.023x5=.1125)	5 2 credit lessons (.023x5=.1125)
5 2 credit lessons (.023x5=.1125)	

\*A total annual teaching load of five courses or fewer (with an assignment of .89) but which entails 1200-1500 contact minutes per week will be classified as an "Enhanced Teaching" classification.

### Example D: (Studio - Enhanced)

Category: Enhanced Teaching @ **.66 (1320 Contact Minutes)**

Fall	Spring
3 credit course (.1125)	3 credit course (.1125)
6 credit studio (.22)	6 credit studio (.22)

### Example E: (Studio - Significantly Enhanced)

Category: Significantly Enhanced Teaching @ **.88 (1830 Contact Minutes)**

Fall	Spring
3 credit course (.1125)	3 credit course (.1125)
6 credit studio (.22)	6 credit studio (.22)
4 credit studio (.22)	

### Example F: (Studio - Significantly Enhanced)

Category: Significantly Enhanced Teaching @ **.88 (2040 Contact Minutes)**

Fall	Spring
6 credit studio (.22)	6 credit studio (.22)
4 credit studio (.22)	4 credit studio (.22)

### Example G: (Teaching Only)

Category: Teaching Only @ **.90 (1200 Contact Minutes)**

Fall	Spring
3 credit course (.1125)	3 credit course (.1125)
3 credit course (.1125)	3 credit course (.1125)
3 credit course (.1125)	3 credit course (.1125)
3 credit course (.1125)	3 credit course (.1125)