

01. PURPOSE

- 01.01** The faculty workload policy for the College of Arts and Media (CAM) follows the guidelines of Academic Policy 790601 *Faculty Workload* for Sam Houston State University. The CAM workload policy aims to outline the individual department faculty workload clearly. This policy is created to complement university goals and ensure that faculty workloads are equitable and clearly defined.

02. WORKLOAD CREDIT

- 02.01** Each academic unit within the College of Arts and Media has outlined its specific workload exceptions, which clearly document the number of workload credits assigned for specific teaching, scholarly/creative, and service or administrative activities. The workload policy will be reviewed annually to ensure accuracy, and changes or revisions to the workload policy will be reviewed and approved by the Chair/Director, the Dean, and the Provost and Sr. Vice President for Academic Affairs (hereafter, Provost).
- 02.02** Each semester, the Chair/Director will submit its faculty workload to the Dean for approval and reporting.
- 02.03** Faculty members operate on a twelve (12) credit hour load per semester, equivalent to a 1.0 FTE. One (1) workload credit is defined as one (1) semester credit hour of organized instruction or equivalent. Faculty on a balanced pathway will teach nine (9) credits and receive three (3) credits for scholarly/creative activity. Faculty on a teaching-intensive pathway are expected to teach twelve (12) credit hours per semester. Exceptions apply to Art faculty (See Section 3.02).
- 02.04** Normally, equivalent FTE workload is determined by multiplying the total number of hours taught by one-twelfth (0.0833), as follows:
- 1 credit hour = 0.08 FTE
 - 2 credit hour = 0.16 FTE
 - 3 credit hour = 0.25 FTE
 - 4 credit hour = 0.33 FTE
- 02.05** Instructors of organized classes that are team-taught will proportionally share the workload credits allowed for those classes in accordance with their distribution of responsibilities.
- 02.06** In accordance with APS 820317, *The Faculty Evaluation System of Tenured and Tenure-Track Faculty*, the College of Arts and Media establishes the following standards for faculty evaluation pathways for all tenure and tenure-track faculty. Each faculty member is expected to follow an evaluation pathway that reflects their professional responsibilities and contributions in the areas of teaching, research/creative activity, and service. The default pathway will be the balanced pathway, and its associated weights are outlined

below. If a faculty member elects to amend their evaluation pathway, they must consult with and obtain written approval from both the Chair/Director and the dean. This request must be submitted no later than April 1 of the year proceeding the annual evaluation period using the official *FES Evaluation Pathway Selection Form*.

Balanced Evaluation Pathway

Teaching	Scholarly and Creative Activity	Service
40%	40%	20%

Research-Intensive Evaluation Pathway

Teaching	Scholarly and Creative Activity	Service
30%	60%	10%

Teaching Intensive Evaluation Pathway

Teaching	Scholarly and Creative Activity	Service
60%	20%	20%

02.07 *Adjustments for Service Roles.* Faculty members may, under special circumstances, receive workload credit for service and/or research/creative projects as approved by the Chair/Director, the Dean, and the Provost.

- a. *High Impact Short-Term Service.* Workload credit may be granted to a faculty member who chairs certain university-level committees, task forces, or the Faculty Senate, or who performs other significant administrative activities, such as organizing or hosting professional conferences or festivals. In these cases, the Chair/Director must provide a memo to the Dean outlining the proposed workload readjustment. The readjustment must be approved by the Dean and the Provost. Faculty with credit for high-impact short-term service cannot take additional adjustments for creative and/or scholarly accomplishments in the same semester as the short-term service release. Approval is subject to departmental budgets and enrollment demands and is not guaranteed.
- b. *High-Impact Ongoing Professional Activities.* In rare and exceptional cases, continued workload credit may be assigned for high-impact professional service activities that enhance the profile of the department, college, or university. These may include, but are in no way limited to, serving as president or chair of a major professional organization or editing a major professional journal. In these cases, the Chair/Director must provide a memo to the Dean outlining the proposed workload readjustment, and it then must be approved by the Dean and the Provost. Approval is subject to departmental budgets and enrollment demands and is not guaranteed.

- c. *Department Chairs and School Directors.* The workload for CAM department chairs and school directors is outlined in APS 110511, Appointment, Workload, and Evaluation of Chairs. The workload for a Chair/Director is impacted by a wide variety of factors, to include the number and contract status of faculty in the department, oversight of facilities and laboratory spaces, undergraduate and graduate majors served, accreditation, curricular demands, community engagement, public programming, alumni outreach, and scholarly and/or creative activity. Given the complexity of this administrative appointment, it is expected that variances will occur in workload assignments.

02.08 *Adjustments to Teaching Load.* Faculty members may, under special circumstances, receive workload credit for teaching load reductions when given an administrative, supervisory, or coordinator assignment that is (1) directly related to the instructional program and (2) subordinate to that of the Chair/Director. These adjustments to the teaching load will be reviewed and approved by Chair/ Director, the Dean, and the Provost.

- a. The following are examples:
 - i. Coordinator of a program
 - ii. Assistant/Associate Chair/Director of a unit
 - iii. Developer of a significant new academic program (e.g. new degree program)
 - iv. Director of a major musical, dramatic, or dance stage production or the designer/director for lighting, scenes, costumes, and properties for such major productions.
 - v. Faculty whose professional assignments include participation in the SHSU Faculty Brass Quintet, SHSU Faculty Woodwind Quintet, and/or the SHSU Trio (e.g., School of Music).
- b. Adjustments in workload may occur when faculty members take administrative duties in other divisions (i.e., Associate Dean in CAM, college ACE coordinator, Center for Teaching and Learning Director, Associate Dean in Honors College, etc.). In these cases, the readjusted teaching load will be established by the faculty member's new administrative supervisor in consultation with the Chair/Director.
- c. *Faculty Development Leave (FDL).* Up to twelve (12) workload credits per semester may be assigned to a faculty member who is awarded Faculty Development Leave by the Board of Regents, in accordance with [APS 800328](#) *Faculty Development Leave*.
- d. *Faculty Overloads.* Faculty overloads for CAM faculty and staff are outlined in APS 810701 *Instructional Overload Assignment*. Overloads for tenure-track faculty are strongly discouraged and require approval of the Provost. Overloads for tenured faculty shall be rare, particularly for faculty receiving a three (3) credit release time for research.

- i. Overloads shall not exceed six (6) credit hours per tenured or tenure-track faculty member per academic year. A faculty member may not have an overload during a semester they are granted release or reassigned time.
 - ii. Financial compensation for faculty and exempt staff will be made at a rate of \$1,000 per credit hour.
- e. *Accrued time.* For tenured and tenure-track faculty, credit hours not compensated with overload payment may be accrued for application to a faculty member's future workload. Once a faculty member accumulates overload hours equivalent to a 0.25 FTE reduction, the released time must be offered by the Chair/Director and taken by the faculty member within three (3) years of date earned. It cannot be carried forward beyond that time.
 - i. Based on unit need, the Chair/Director will decide when the course load reduction will be granted as part of the formal workload assignment. A maximum of 0.25 FTE of instructional load accrual credit may be awarded to any faculty member during a single long semester. Non-tenure-track faculty may not accrue credit for overloads.
- f. *Graduate Teaching Assistants.* The roles and responsibilities of graduate teaching assistants within the College of Arts & Media are outlined in APS 890303 *Employment of Graduate Assistants*. Teaching assistants are graduate students who are pursuing degrees and are assigned part-time instructional duties commensurate with their academic preparation and experience.
 - i. A Graduate Teaching Assistant is normally responsible for two courses, or twenty clock hours of duty each week for a six (6) credit course assignment.

03. DEPARTMENT OF ART

03.01 The Department of Art ensures that all full-time faculty have workload assignments that meet the goals of and are consistent with the academic mission of the university and the College of Arts and Media. The Chair is responsible for assigning each faculty member's workload, in consultation with the faculty member, during the course building process. The Chair makes sure all workload assignments are compliant with faculty reappointment, tenure, promotion, and merit policies, as well as meeting department goals for teaching and scholarly and/or creative accomplishments.

03.02 Art courses will be equated as follows in computing normal load:

- a. Department of Art studio classes of three semester hours with six contact hours per week during a long semester (or its equivalent during the long summer semester) are equivalent to 0.33 FTE per course. Department faculty teaching three (3) courses with six contact hours per course each semester is counted as teaching 12 workload credits per semester due to the longer contact hours.

- b. Lecture classes of three semester hours with three contact hours per week during a long semester (or its equivalent during the long summer semester) will equate to three (3) credits per course. Department faculty teaching four (4) courses with three contact hours per course each semester are counted as teaching a 12-workload credit per semester.
- c. A faculty member teaching a net 15 hours including two (2) studio courses in the Workshop in Art, Studio, and History (WASH) program will receive 12 workload credits for coordination of the WASH curriculum, preparation of studio activities, and supervising studio activities outside of scheduled meeting times.
- d. In most cases, tenured or tenure-track faculty members with a nine-month contract fulfill their workload by teaching three, six-contact-hour courses per long semester and maintaining an active professional resume. It is additionally expected that tenured or tenure-track faculty integrate service to the department, college, university, and profession into their workload. Expectations for teaching, scholarly and/or creative accomplishments, and service will correspond to the “meeting expectations” section of the departmental FES and Tenure and Promotion policy.
- e. For tenured and tenure-track faculty teaching studio classes in the department, the workload credit standard is typically fulfilled by teaching nine semester credits with nine contact hours per course in one semester. Tenure-track and tenured faculty in the Department of Art will teach five (5) studio classes a year and receive a one (1) course release for scholarly and/or creative activity each academic year.
- f. For Professors of Practice and full-time Lecturers (excluding Lecturer-pool) in the department, a 12-workload credit standard is fulfilled by teaching without a scholarly and/or creative activity release.

03.03 *Workload Exceptions for Full-time Tenure-track and Tenured Faculty.* Faculty are expected to meet the Departmental FES Standards in Research, Service, and Teaching, which will be evaluated annually. Tenure-track and tenured faculty may also, in exceptional cases or circumstances, petition for workload credit for teaching, professional activities, sustained departmental (or possibly College-level or University-level) service beyond regular committee expectations, or exceptionally large scholarly and/or creative projects. To receive best consideration, these petitions must be submitted to the Chair one year in advance, by September 30 for the following fall semester and by January 30 for the following spring semester. Faculty may petition for a course release but must resubmit each additional year. These petitions must be in writing and must be reviewed and approved by the Chair, the Dean, and the Provost.

04. DEPARTMENT OF DANCE

04.01 The Department of Dance ensures that all full-time faculty have workload assignments that meet the goals of and are consistent with the educational mission of the university and College of Arts and Media. The Chair is responsible for assigning each faculty member’s

workload, in consultation with the faculty member, during the course building process. The Chair ensures that all assignments comply with faculty reappointment, tenure, promotion, and merit policies, as well as meet department goals for teaching and scholarly and/or creative activities.

04.02 As per APS 790601 *Faculty Workload*, all full-time faculty carry twelve workload credits per fall and spring semesters. Workload credits may be earned for teaching, for conducting scholarly and/or creative activities, and for assigned service responsibilities at a level that warrants the awarding of workload credits.

- a. During the annual evaluation process (FES), all faculty will be evaluated on the performance of responsibilities appropriate to their rank and activities for which they have been assigned workload credit. All tenured and tenure-track faculty members in the Department of Dance are expected to engage in teaching, professional responsibilities, including scholarly and/or creative activities outside of the department/university, and service.
- b. In most cases, tenured or tenure-track faculty members with a nine-month contract fulfill their workload by teaching three, 3-credit-hour courses per long semester and maintaining an active professional resume. It is additionally expected that tenured or tenure-track faculty integrate service to the department, college, university, and profession into their workload. Expectations for teaching, scholarly and/or creative activities, and service will correspond to the “meeting expectations” section of the departmental FES and Tenure and Promotion policy.
- c. Non-tenure-track faculty with a nine-month contract fulfill their workload credits with a 12 credit teaching load per long semester with no service expectations. A non-tenure-track faculty member may consult with the Chair concerning available service opportunities.

04.03 *Workload for Full-time Tenure-track and Tenured Faculty.* Full-time tenure-track and tenured faculty in the Department of Dance are required to meet a set of professional responsibilities that include teaching, scholarly and/or creative activity, and service.

- a. All tenured and tenure-track faculty are eligible to receive three scholarly and/or creative activity credits each fall and spring semester and, for most faculty, the remaining nine credits per semester are earned through teaching, typically by teaching three, 3-credit hour courses per long semester or a mix of load bearing 3-credit hour courses, 2-credit hour courses, and 1-credit hour courses per long semester.
- b. The majority of choreography and lecture courses have three (3) contact hours per week and earn three workload credits. In line with the standards of our accrediting institution, The National Association of Schools of Dance (NASD), movement practice courses have two (2) hours of contact per hour of credit, typically resulting in six (6) contact hours that earn three workload credits. Dance workshops earn one workload credit.
- c. On rare exceptions, tenure-track and tenured faculty may petition for an adjusted balance of their teaching load for one academic year to two 3-credit hour courses in the fall balanced

with four 3-credit hour courses in the spring, OR four 3-credit hour courses in the fall balanced with two 3-credit hour courses in the spring. The total teaching load for the academic year would be the required 18 teaching credit hours. Such exceptions require approval by the Chair, the Dean, and the Provost. A detailed justification for the petition's merit must be submitted with the request. Factors that will be considered in approving the adjustment include the ability of the department to deliver the curriculum, financial and logistical factors, and the adjudged value of the proposed activity to the department, to the petitioning faculty member's professional development, and to the College. To receive best consideration, these petitions must be submitted to the Chair one year in advance, by September 15 for the following academic year.

04.04 *Additional Adjustments for Full-time Tenure-track and Tenured Faculty.* All additional adjustments to workload will be reviewed and require approval by the Chair, the Dean, and the Provost.

- a. Tenure-track and tenured professors may receive three credit hours after chairing five MFA thesis projects to completion over a period of no more than two years. (under review)
- b. Workload credit may be earned for mentorship of independent studies or individual instruction courses. Individual instruction courses are defined as those in which an instructor meets one-on-one with individual students on a weekly or bi-weekly basis for instruction tailored to the individual student's needs. Three hours of credit may be earned for mentorship of no less than ten independent projects completed successfully within one academic year. (under review)

04.05 *Adjustments for Creative and/or Scholarly accomplishments*

- a. *Tenure-Track, Tenured Faculty Members: Professional, Creative, Research Agendas.* When departmental budgets and student enrollment demands allow, tenured and tenure-track faculty members may submit to the Chair a proposal for a workload adjustment (a one-time release of 3 teaching workload credits for one semester) for an exceptionally large project. In these cases, the Chair must provide a memo to the Dean and the Provost, outlining the proposed workload readjustment, which must then be approved by the Dean. Normally, faculty may receive such consideration only once within a five-year period. Faculty with credit for scholarly and/or creative activity cannot take additional adjustments during the same semester as the project release.

DEPARTMENT OF MASS COMMUNICATION

05.01 The Department of Mass Communication ensures that all full-time faculty have workload assignments that meet the goals of and are consistent with the educational mission university and College of Arts and Media. The Chair is responsible for assigning each faculty member's workload in consultation with the faculty member during the course-building process. Based on departmental budgets and student enrollment demands, the Chair makes sure all assignments are compliant with faculty reappointment, tenure, promotion, and merit

policies, as well as meeting department goals for teaching, research, and scholarly and/or creative activities.

05.02 Guidelines for workload:

- a. The standard workload for full-time faculty is twelve (12) workload credits per semester. One (1) workload credit is defined as one (1) semester credit hour of organized instruction or the equivalent. Every three hours of workload credits are equivalent to approximately 10 hours of work per week. Approved workload credit over 12 workload credits per semester for full-time faculty may be accrued for future use with approval from the Chair, the Dean, and the Provost, in accordance with [APS 810701](#) *Instructional Overload Assignment*. The Department of Mass Communication will maintain record-keeping for all approved accrued workloads.
- b. For most Professors of Practice, Clinical Professors, and full-time Lecturers (excluding Lecturer-pool) in the department, this 12-workload credit standard is typically fulfilled by teaching four (4) 3-credit hour classes (12 workload credits).
- c. For most tenure-track and tenured faculty teaching in the department, the 12-workload credit standard is typically fulfilled by teaching three (3) 3-credit-hour classes (9 workload credits) and conducting scholarly and/or creative activities at a level that warrants the awarding of three (3) workload credits.

05.03 Mass Communication teaching workload adjustments:

- a. The Accrediting Council on Education in Journalism and Mass Communications ([ACEJMC](#)) states that student-faculty classroom ratios should not exceed twenty (20) students per section for skill-based courses to facilitate effective teaching and learning.
- b. Chairing M.A./M.F.A. Committees: Workload credit shall be granted to a faculty member chairing M.A./M.F.A. thesis committees (1 workload credit per completed thesis chaired) and chairing M.A./M.F.A. capstone projects (1 workload credit per completed capstone chaired).
- c. Team Teaching: Faculty members who team teach organized classes will proportionally share the workload credits computed for that class in accordance with the distribution of responsibilities.

05.04 Mass Communication workload credit for other professional responsibilities:

- a. The Department of Mass Communication allows workload credits for professional responsibilities and assignments. The Chair, the Dean, and the Provost must approve workload credits and adjustments.
- b. Workload adjustments resulting in no workload credit towards teaching are not typical and may only be considered under rare and temporary circumstances with the approval of the Chair, the Dean, and the Provost.

c. Workload credit for other professional responsibilities and assignments include:

- i. Undergraduate Concentration Coordinators - A workload of three (3) credit hours per academic year shall be granted to a faculty member who coordinates an undergraduate program within the Department of Mass Communication. Credit should replace teaching expectations, not scholarly and/or creative activities expectations. Undergraduate concentration coordinators serve for three-year terms, with the possibility of an appointment renewal, as approved by the Chair.
- ii. Research Buy-Out Adjustment – Following the Office of Research and Sponsored Programs ([ORSP](#)) guidelines, workload credit may be granted to a faculty member who has secured external funding.

06. SCHOOL OF MUSIC

06.01 The School of Music ensures that all full-time faculty have workload assignments that meet the goals of and are consistent with the educational mission of the university and the College of Arts and Media. The Director is responsible for assigning each faculty member's workload, in consultation with the faculty member, during the course building process. The director makes sure all assignments are compliant with faculty reappointment, tenure, promotion, and merit policies, as well as meeting department goals for teaching, research, and scholarly and creative activities.

- a. Music courses other than the usual three-semester-hour courses will be equated as follows in computing normal load:
 - i. Lecture class of two semester hours with three hours contact will equate to 0.25 FTE or 3 units.
 - ii. Instrumental Techniques of one semester hour with three hours contact will equate to 0.25 FTE or 3 units.
 - iii. Singers' Diction of one semester hour with three hours of contact will equate to 0.25 FTE or 3 units.
 - iv. Private Applied Music:
 - (1) One or Two-semester-credit-hour courses with one hour contact that have three or less students enrolled will equate to 0.055 FTE/.75 units times the number of students.
 - (2) Faculty workload for applied lessons with four or more students will be calculated as follows:

Number of Students	FTE
4 - 6	0.25/ 3 units

7- 10	0.50/ 6 units
11 - 15	0.75/ 9 units
16 - 19	1.0/ 12 units

- v. Music Composition: one-semester-hour contact will use the same load factor as applied music.
 - vi. Large ensemble of one semester hour with six hours of student contact will equate to 0.50 FTE/ 6 units. Including but not limited to: Wind Ensemble, Symphonic Band, Concert Band, Marching Band, Orchestra, All Choirs, and Opera.
 - vii. Medium/small ensembles and Chamber Music of one semester hour with three hours of student contact will equate to 0.25 FTE/ 3 units. Including but not limited to: Jazz Ensemble, Jazz Band, Chamber Music.
 - viii. Practicum in Music Therapy of one semester hour with one hour of student contact will use the same load factor as applied music.
 - ix. Conducting two semester hours with three hours of student contact will equate to 0.25 FTE/ 3 units.
 - x. Class Piano of one semester hour with three hours of student contact will equate to 0.25 FTE/ 3 units.
 - xi. Recital of one semester hour with one-half hour of student contact will not receive load credit (equates to thesis-type courses). Applied Junior Recital will receive a load credit based on the applied lesson calculations.
- b. Clinical, Visiting, nine-month Lecturers, and Pool faculty in Music whose professional assignments include participation in the SHSU musical ensembles will normally receive 0.20 FTE/ 2.4 units credit.
 - c. Tenured and tenure-track faculty participation in the SHSU musical ensembles is considered a service to the department.
 - d. Pool faculty normally receive 0.055 FTE/.75 units per ensemble (same load factor as applied music) for chamber coaching a non-FTE generating ensemble.
 - e. Pool faculty teaching at least one music course may receive credits for accompanying choral ensembles and solos/small ensembles of vocalists/instrumentalists as follows:
 - i) Faculty assigned to accompany (piano, organ, or harpsichord) Opera Workshop or choir ensembles will receive 0.25 FTE/ 3 units credit.

- ii) Faculty accompanying 3-4 solo recital/masterclass/special events (i.e., Fisher Tull Scholarship auditions, Concerto Competition, Octubafest, etc.) may receive 0.25 FTE/ 3 units credit, depending on the repertoire.
- f. Instructors in the above music activities may deviate from a total of 1.0/ 12 units for any particular semester. Still, it is expected that the two semesters combined will total at least 2.0 FTE/ 24 units.

07. DEPARTMENT OF THEATRE AND MUSICAL THEATRE

- 07.01** The Department of Theatre and Musical Theatre ensures that all full-time faculty have workload assignments that meet the goals of and are consistent with the educational mission of the university and College of Arts and Media. The Chair is responsible for assigning each faculty member's workload, in consultation with the faculty member, during the course building process. The Chair makes sure all assignments are compliant with faculty reappointment, tenure, promotion, and merit policies, as well as meeting department goals for teaching, research, and scholarly and/or creative activities.
- 07.02** All tenured and tenure-track faculty members in the Department of Theatre and Musical Theatre are expected to engage in teaching, professional responsibilities, including scholarly and/or creative activities outside the department/university, and service. In most cases, tenured or tenure-track faculty members with a nine-month contract fulfill their workload by teaching three, 3-credit-hour courses per long semester and maintaining an active professional resume. Non-tenure-track faculty with a nine-month contract fulfill their workload credits with a 12-credit teaching load with no service expectations. A non-tenure track faculty member may consult with the Chair concerning available service opportunities, if desired.
- 07.03** The Department of Theatre and Musical Theatre allows faculty to receive workload credit for the following activities:
 - a. Full-time tenure-track and tenured faculty in the Department of Theatre and Musical Theatre are required to meet a set of professional responsibilities that include teaching, scholarly and/or creative activity, and service. All tenured and tenure-track faculty are eligible to receive three (3) research activity credits each fall and spring semester and, for most faculty, the remaining nine credits per semester are earned through teaching, typically by teaching three, 3-credit hour courses per long semester or a mix of load bearing 3-credit hour courses, 2-credit hour courses, and 1-credit hour courses per long semester.
 - b. The majority of lecture, design, and performance training classes have 3 contact hours and earn 3 workload credits. Lecture classes such as Senior Showcase, Platform Performances, Musical Theatre Workshop, and Theatre Workshop earn 1 workload credit.
 - c. Applied voice classes, which in the Department of Theatre and Musical Theatre are 2 credit hour courses, are counted in the calculation of workload based on the number of students

enrolled in the course rather than the number of weekly contact hours. The chart below outlines those figures considered in that equation per applied voice instructor.

Number of Enrolled Students	FTE
4 to 6	0.25/ 3 units
7 to 10	0.50/ 6 units
11 to 15	0.75/ 9 units
16 to 19	1.0/ 12 units

- d. When an applied voice section falls below four (4) enrolled students, that section is canceled, and the students are redistributed to other sections.
- e. On rare occasions, tenured faculty may petition for release from creative/scholarly obligations to take on additional teaching or service responsibilities, equaling a twelve-credit-hour teaching load. To receive best consideration, these petitions must be submitted to the Chair one year in advance, by September 15 for the following fall semester and by January 15 for the following spring semester. Faculty may petition for a year of release but must resubmit for additional years. These petitions must be reviewed and approved by the Chair, the Dean, and the Provost.
- f. On rare occasions, tenure-track and tenured faculty may petition for an adjusted balance of their teaching load for one academic year to two 3-credit courses in the fall/four 3-credit courses in the spring OR four 3-credit courses in the fall/two 3-credit courses in the spring. The total teaching load for the year would be the required eighteen teaching credit hours for the academic year. To receive best consideration, these petitions must be submitted to the Chair one year in advance, by September 15 for the following academic year. These petitions will be reviewed and approved by the Chair, the Dean, and the Provost.
- g. Co-curricular productions: A maximum of three workload credit hours per semester may be earned for assigned mentorship of multiple student designers, technicians, directors, actors, choreographers, stage managers, and dramaturgs working on co-curricular productions. Students involved in co-curricular productions will enroll in load-bearing 3-credit Realized Production courses.
- h. Tenured professors may take departmental production assignments without being given additional workload credit hours to fulfill obligations related to their three creative/scholarly workload credits and as a part of their annual evaluations. If tenured professors use on-campus production work as their three creative/scholarly workload credits, they must do this work in addition to their typical nine credit hours of teaching.
- i. Workload credit for stacked or cross-listed classes (classes offered by the same instructor, at the same time) may be granted for one of the two classes only. The workload generated for this arrangement is based on the calculation code that says contact hours equate to

workload weight, and the faculty member would receive workload credit from the course with the highest academic credit hours.

07.04 The Department of Theatre and Musical Theatre allows faculty to receive workload credit for the following scholarly and/or creative activities:

- a. *Tenure-Track and Tenured Faculty Members. Professional, Creative, Research Agendas.* When departmental budgets and student enrollment demands allow, tenured and tenure-track faculty members may submit to the department Chair a proposal for a workload adjustment (a one-time release of 3 teaching workload credits for one semester) for an exceptionally large project. In these cases, the Chair must provide a memo to the Dean outlining the proposed workload readjustment, and it then must be approved by the Dean and Provost. Normally, faculty may receive such consideration only once within a five-year period. Faculty with credit for scholarly and/or creative activity cannot make additional adjustments for co-curricular productions or service during the same semester as the project release.