

## School of Music Faculty Workload Policy

### **NASM Maximum Teaching Loads**

According to our accrediting agency, the National Association of Schools of Music, “normally, the upper limit for a full load for classroom instruction in a lecture/seminar format is approximately 12 clock hours per week; for private studio instruction, approximately 18 clock hours per week.” (NASM Handbook, section II.E.4.b(3)).

### **Maximum Classroom Teaching:**

At the University of Utah, for every student contact hour (class meeting), two additional hours of class preparation, grading, etc., are to be expected, so a standard lecture course, meeting 3 hours/week, should take up 9 hours of workload per week. Four courses meeting 3 hours/week equal the 12 hour NASM maximum, for a total of 36 hours of workload per week. The 4 remaining hours that complete a 40 hour/week of full-time work are to be dedicated to university service activities, such as attending meetings, serving on committees, etc. These service activities are not required of part-time adjunct faculty, but they are required of full-time tenure-line and career-line faculty.

In sum, for a full-time faculty member teaching only lecture courses meeting 3 hours/week, the NASM and University of Utah guidelines yield a maximum teaching workload of 4 courses per semester.

### **Maximum Studio Teaching:**

For a studio faculty member with a teaching load consisting of one-hour “private applied” lessons exclusively, the NASM guideline yields a maximum teaching workload of 18 one-hour lessons per week, plus 4 hours of service per week, since only one hour of preparation, rather than two, is expected for every student contact hour of studio (“private applied”) instruction (the weekly lesson with an individual student).

The 1 hour of preparation associated with each 1-hour lesson would typically consist of lesson preparation and attendance at auditions, juries, masterclasses, and student recitals (likely distributed unevenly throughout the semester). Eighteen clock hours of lessons per week with 1 additional hour of class preparation for each lesson yield 36 hours/week of workload. The 4 remaining hours that complete a 40 hour/week of full-time work are to be dedicated to university service activities, such as attending meetings, serving on committees, etc. These service activities are not required of part-time adjunct faculty, but they are required of full-time tenure-line and career-line faculty.

### **Full Time Equivalency (FTE)**

The University of Utah quantifies faculty workload in terms of FTE (Full Time Equivalency). A full-time workload of 40 hours per week equals 1.0 FTE. Thus each work hour in a week receives 0.025 FTE, since  $1.0 \text{ FTE} \div 40 = 0.025 \text{ FTE}$ . The FTE for a semester is calculated by taking the *average FTE of all weeks* in the semester (excluding holidays and vacation days). Thus, a full-time *semester* workload also equals 1.0 FTE. Annual FTE is calculated by adding the FTEs of the Fall and Spring semesters and dividing by 2 to arrive, again, at the *average* FTE for the year. Thus, a full-time *annual* workload equals 1.0 FTE, as well.

### **Full-time Classroom Teaching calculated in terms of FTE:**

In the case of classroom instruction in a lecture/seminar format, for every student contact hour (class meeting), two additional hours of class preparation, grading, etc., are to be expected. So a standard lecture course, meeting 3 hours/week, should take up 9 hours of workload per week, or 0.225 FTE (since  $0.225 \text{ FTE} = 0.025 \text{ FTE} \times 9$ ). Adding to these 9 hours one hour per week (0.025 FTE) dedicated to university service activities, such as attending meetings and serving on committees, yields 10 hours per week or a workload of 0.25 FTE per week (since  $0.25 \text{ FTE} = 0.025 \text{ FTE} \times 10$ ). Thus a full 1.0 FTE workload equals 4 standard lecture courses meeting 3 hours/week, or 0.90 FTE ( $= 0.225 \text{ FTE} \times 4$ ), plus 1 hour of service per course, or 0.10 FTE ( $= 0.025 \text{ FTE} \times 4$ ). This coincides with the NASM Maximum Teaching Load for classroom instruction described above.

### **Full-time Studio Teaching calculated in terms of FTE:**

For studio ("private applied") instruction only one additional hour of preparation, rather than two, is expected for every student contact hour, which is the weekly lesson with the individual student. Each weekly 50 minute lesson and its 50 minutes of preparation receive a workload of 0.042 FTE (50 minutes is equivalent to 0.021 FTE and  $2 \times 0.021 \text{ FTE} = 0.042 \text{ FTE}$ ). Thus six 50 minute lessons are equivalent to 0.25 FTE ( $6 \times 0.042 \text{ FTE} = 0.25 \text{ FTE}$ ), which is equivalent to one lecture courses meeting 3 hours/week.

If no service were expected, a full-time faculty member teaching only lessons would then need to teach 24 50-minute lessons per week to reach a 1.0 FTE ( $0.042 \text{ FTE} \times 24 = 1.0 \text{ FTE}$ ).

However, a full-time load requires that part of the workload include a service load comparable to that required of faculty members teaching only lecture/seminar format classes. Including this service component in the workload yields a maximum of 21 50-min. lessons per week, or 0.90 FTE ( $= 0.042 \text{ FTE} \times 21$ ), plus 4 hours of service per week, or 0.10 FTE ( $= 0.025 \text{ FTE} \times 4$ ). This coincides with the NASM Maximum Teaching Load for studio teaching described above.

### **Tenure-line Faculty Loads**

Tenure-line faculty members in the School of Music are required to teach the equivalent of a "2+2 load," or the equivalent of four traditional 3-credit lecture courses per year. Each 3-credit lecture course receives 0.25 FTE workload credit. All tenure-line faculty members receive a 0.25 FTE workload credit for research/creative activity and service each semester. For research-active tenure-line faculty, an additional 0.25 FTE credit is awarded for research/creative activity each semester. Tenure-line faculty members who do not produce research/creative activity at levels appropriate for their appointment will not receive the release for research/creative activity and will be required to carry additional teaching responsibilities. A typical breakdown of workload components for a research-productive faculty member teaching only traditional lecture courses follows below.

Table 1: Typical workload for tenure-line faculty members teaching 3-hrs./wk. lecture courses, exclusively.

<b>FTE Credit (1.0 total)</b>	<b>Fall Semester</b>	<b>Spring Semester</b>
0.25	3-credit lecture course	3-credit lecture course
0.25	3-credit lecture course	3-credit lecture course
0.25	Research Release	Research Release
0.25	Research/Service Release	Research/Service Release
<b>Total teaching load</b>	<b>Two 3-credit lecture courses</b>	<b>Two 3-credit lecture courses</b>

A unique kind of course taught in the School of Music is “private applied” lessons (studio teaching). For tenure-line faculty members who only teach private applied lessons, the additional release for research/creative activity is usually spread equally over semesters so as to provide consistency in teaching assignments for students. A typical breakdown of workload components for a research-productive tenure-line faculty member teaching only private applied lessons follows below.

Table 2: Typical workload for tenure-line faculty members teaching private lessons, exclusively.

<b>FTE Credit (1.0 total)</b>	<b>Fall Semester</b>	<b>Spring Semester</b>
0.25	Six 50-min./wk. private lessons	Six 50-min./wk. private lessons
0.25	Six 50-min./wk. private lessons	Six 50-min./wk. private lessons
0.25	Research Release	Research Release
0.25	Research/Service Release	Research/Service Release
<b>Total teaching load</b>	<b>12 private lessons</b>	<b>12 private lessons</b>

As do all comprehensive music schools, the School of Music offers a wide variety of different types of courses necessary for supporting the diverse experiences involved in preparing students in a broad array of degree programs. Because of this, most School of Music faculty members do not have workloads that fall strictly into the categories outlined in Tables 1 and 2. Quantifying workload credit for teaching can be challenging for courses with varying credit and/or contact hours and differing preparation/grading requirements. In consideration of this divergence, the School of Music calculates workload for teaching in consideration of: 1) the diverse kinds of music courses offered, 2) the diverse instructional modes necessary for effective instruction, and 3) the broad range of time commitments inherent in teaching music courses. To this end, FTE credit for courses is determined according to formulae prescribed in the Course Load Guidelines.<sup>1</sup>

---

<sup>1</sup> A complete listing of FTE for specific music courses is contained in the SoM Course Load Factor List.

## COURSE LOAD GUIDELINES<sup>2</sup>

### Lecture Courses

Two hours of preparation, grading, etc., for every hour in class (contact hour). This category typically includes courses in theory; history; vocal, string, and piano pedagogy, general education, etc.

- 3 student contact hours 0.25 FTE ( $9 \times 0.025 = 0.225$ ;  $0.225 + 0.025$  (service) = 0.25)
- 2 student contact hours 0.17 FTE ( $6 \times 0.025 = 0.15$ ;  $0.15 + 0.025$  (service) = 0.175)

### Technique, Methods, Performance Literature, and Laboratory (Musicianship, Keyboard, etc.) courses

In general, these courses are not considered lecture courses and they receive only one hour of preparation, grading, etc., for every hour in class (contact hour).

- 3 student contact hours 0.17 FTE ( $6 \times 0.025 = 0.15$ ;  $0.15 + 0.025$  (service) = 0.175)
- 2 student contact hours 0.13 FTE ( $4 \times 0.025 = 0.10$ ;  $0.10 + 0.025$  (service) = 0.125)

### Private Instruction and Small Ensemble Coaching

50 minutes of preparation, etc., for every 50-minute lesson.

- 1 student contact hour 0.042 FTE
- 0.5 student contact hour 0.021 FTE

### Student Teaching

- 0.021 FTE per student.

### Ensembles

Marching Band	10 contact hours per week	0.75 FTE
Utah Philharmonia	6 contact hours per week	0.45 FTE
Wind Ensemble	6 contact hours per week	0.45 FTE
University Chamber Singers	6 contact hours per week	0.45 FTE
Opera Workshop	6 contact hours per week	0.45 FTE
A Cappella Choir	4 contact hours per week	0.30 FTE
Jazz Ensemble	3 contact hours per week	0.25 FTE
Campus Symphony	3 contact hours per week	0.25 FTE
Women's Chorus	3 contact hours per week	0.25 FTE
Symphonic Band	3 contact hours per week	0.25 FTE
Pep Band	3 contact hours per week	0.25 FTE
Percussion Ensemble	2 contact hours per week	0.13 FTE
New Music Ensemble	2 contact hours per week	0.13 FTE
Early Music Ensemble	2 contact hours per week	0.13 FTE
Flute Choir	2 contact hours per week	0.13 FTE
Harp Ensemble	2 contact hours per week	0.13 FTE
Classical Guitar Ensemble	2 contact hours per week	0.13 FTE
Jazz Repertory Ensemble	2 contact hours per week	0.13 FTE
Jazz Guitar Ensemble	2 contact hours per week	0.13 FTE
Electroacoustic Ensemble	2 contact hours per week	0.13 FTE
Chamber Ensembles	1 contact hour per week	0.05 FTE per chamber ensemble.
Jazz Combos	1 contact hour per week	0.05 FTE per combo.

<sup>2</sup> Adjustments above or below these typical figures may be made according to class size, multiple sections of the same course, team teaching, TA grading assistance, writing intensive courses, etc.