



## FACULTY TEACHING AND ADMINISTRATIVE WORKLOAD POLICIES

- *Excerpted from the GSD [Faculty Policies Handbook](#), pages 35-37, revised Spring 2021.*
- *In the case of a discrepancy between this document and the Handbook, the language in the Handbook shall override this document.*

### For Full-Time Faculty

The Graduate School of Design recognizes teaching along with scholarly and creative work as important elements of a faculty member's responsibilities for advancing the academic mission of the school. The standard annual teaching load for a full-time voting faculty member is either (1) two studios and one course, or (2) one studio, one lecture course, and one seminar, or (3) two lecture courses, and one seminar.<sup>1</sup> Given the pedagogical significance of core courses and area electives required by the various degree programs, full-time voting faculty members are normally expected to teach at least two such courses or studios annually. For example, a full-time voting faculty member may teach one core course, one course satisfying a methods or area requirement, and one elective course which reflects the faculty member's scholarly or creative interests. Another example is teaching two core studios and one workshop which reflects the faculty member's scholarly or creative interests. In addition to the above courses, full-time faculty members are normally expected to advise Masters thesis students. The workload of part-time faculty members is determined on an annual basis.

Full-time voting faculty members are expected to actively participate in the life of the school and do their fair share of administrative work including admissions, service on faculty searches and other GSD committees, regular student advising during indicated office hours, and special assignments.

Department Chairs have the responsibility to determine, in consultation with individual faculty members, the specific teaching duties of the faculty. The Associate Dean for Academic Affairs, in consultation with Department Chairs, can make recommendations to assure fair distribution of workload.

Adjustments to the norms above can be made by the Department Chairs to encourage innovation, integrity, and fairness in teaching. The Department Chairs should take into account each faculty member's entire workload, including administration, to make their decisions regarding teaching. Further considerations include but are not limited to the number of students in classes, the number of thesis advisees, the number of doctoral advisees, coordinating roles, multiple presentations in courses other than the faculty member's own, co-teaching, pre-term workshops, developing new courses, and collaborations and innovations between studio and non-studio instruction. Advising independent study is at the faculty member's discretion and is regarded as part of normal administration. Faculty who engage in a very limited amount of non-teaching activities may be asked to teach a fourth course.

Each year, each full-time faculty member shall propose in writing and in person an academic plan for the year. The proposal, addressed to the appropriate Department Chair, should include courses and studios to be taught, details about committee work and other administrative duties, details about co-teaching and teaching courses other than one's own, and details about innovations and collaborations. With these proposals, Department Chairs, in consultation with the Associate Dean for Academic Affairs and the Assistant Dean for Faculty Affairs, will review the workload of each faculty member to ensure fairness within and across departments. The Dean may reduce teaching and administrative workload in

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<sup>1</sup> \*Lecture courses normally meet twice per week and are open enrollment. While it is recognized that the terms "lecture" and "seminar" are ambiguous and restricting, these traditional venues nevertheless are a good indication of the different expectations of classes in which the instructor delivers highly prepared content, and classes in which the instructor leads class discussion or coordinates content produced by the students or visiting presenters.

recognition of leadership positions within the school, as well as for extraordinary University service outside the GSD.

### **For Part-Time Faculty**

For part-time faculty, the GSD employs a points system as a means of equitably accounting for faculty workloads.

The distribution of points is as follows:

- Three points for teaching a section of first-year core that meets three times per week, i.e., in the MArch I and MLA I programs.
- Two points for teaching all other studios that meet two days per week.
- Two points for a lecture course that enrolls a minimum of 20 students (enrollments cannot be limited for lecture courses).
- One point for a lecture course that enrolls fewer than 20 students\*.
- One point for a seminar or workshop course (Lectures meet 1.5 hours twice per week; seminars or workshops generally meet once per week for 3 hours).
- Points for courses taught by two or more faculty are split among the instructors.
- Part-time faculty who advise doctoral or thesis students may be compensated with a small stipend.
- Two points for normal faculty service or administration, including committee assignments, admissions, coordinating core studio, advising, independent study, and special projects. Special administrative assignments, such as serving as department chairs and program directors, are not covered by these administrative points.

Exceptions may be made by the Associate Dean for Academic Affairs in consultation with the Department Chair and Assistant Dean for Faculty Affairs.

*Options for undersubscribed courses (minimum enrollment of 10):*

1. *Course may be cancelled.*
2. *An exception may be made to allow the course to be offered if it meets a distributional requirement.*

*Part-time faculty workload points and salary will be adjusted accordingly.*

### **VISITING FACULTY SCHEDULES**

A visiting design critic who is teaching a studio option must be available to teach at the School at a minimum of every other week. This includes the studio options presentations and the first full class meeting at the beginning of the semester, then every other week thereafter, for at least two days each week on the same days of the week. Occasionally, an exception could be made for a critic to make a fewer number of visits if a co-teacher has been assigned, ideally a junior faculty member at the school. This however should result in a reduction in salary for the critic. Another option might be for a junior faculty member to serve as the instructor of record, and to co-teach with a design critic who would participate in several studio sessions throughout the semester. The design critic could have an appointment and could be listed as a co-instructor. This policy should generally be applied to visitors who are teaching a full lecture or seminar course.