

## **The NIU School of Theatre and Dance Workload Policy**

The purpose of this policy is to quantify labor that occurs outside a traditional classroom setting. Such a policy is necessary in the School of Theatre and Dance (SoTD) because effective teaching of the performing arts consistently demands intensive instruction outside the usual academic credit system. No faculty should be expected or required to perform more than is established in this policy or compelled to work outside their contract time frame without compensation.

### **I. Compliance**

1. All workloads, including those outlined in this document, must comply with the workload policies of Northern Illinois University (NIU), the College of Visual and Performing Arts (CVPA), and the Collective Bargaining Agreements (CBA) of the NIU Tenure and Tenure Track Unit and the NIU Instructors' Unit. The number of CHE/CUE's should comply with the appropriate CBA.

Links to those Documents can be found here:

[NIU Faculty Workload Policy and Guidelines](#)

[NIU Tenure and Tenure Track Unit CBA, UFA-UPI Local 4100](#)

[NIU Instructors' Unit, UPI Local 4100](#)

CVPA Workload Policy (to be added when available)

### **II. Units of Accounting**

1. This policy recognizes the Credit Hour Equivalency (CHE) and Credit Unit Equivalency (CUE) as equal units and all references to CHE can be substituted with CUE. This policy uses the Carnegie Unit as a guide when translating non-traditional course work into CHEs.
  - 1 CHE  $\approx$  45 hours of work.
  - This calculation assumes that for every 1 contact hour, there are 2 prep/assessment/consultation hours each week per credit. For a 3-credit class, this totals 9 hours per week or 135 hours per 15-week semester. Non-traditional workload assignments should use the "Workload Equivalency Chart" (see Addendum A) in this document.

### **III. Teaching Responsibilities**

1. While all workloads and assignments are unique, the following can be used as a guide to determine approximate weekly workload based on faculty type. Each is based on a 40-hour work week. This time distribution does not reflect the relative importance of the instructional, scholarship, and service mission of NIU, but rather the time commitment during the academic year.
  - Tenured and Tenure-track Professor – 67% (approximately 27 hours per week) on teaching, 16.5% (approximately 6 hours per week) on Service, Administration, and Recruitment, 16.5% (approximately 6 hours per week) on Scholarship.
  - Instructor – 97.5% (approximately 39 hours per week) on teaching and related activities and 2.5% (approximately 1 hour per week) attending faculty, area, and college meetings.

2. No Tenure-Tenure Track Faculty will be assigned more than 18 CHE's in an academic year without additional compensation.
3. No Instructor will be assigned more than 24 CUE's in an academic year without additional compensation.
4. A list of non-traditional teaching assignments and their CHE equivalency can be found in *Addendum A: Workload Equivalency Chart*.
5. Teaching assignments and duties will be managed/assigned by the Director of the School in consultation with faculty.
6. Unforeseen changes in workload responsibilities (emergency, mid-term leaves, and the like, will be managed/assigned by the director of the School in consultation with faculty.
7. In accordance with the University Faculty Workload Policy, tenure/tenure track faculty will be granted a course reduction of 3 CHE's each academic year for the first 2 years of employment.
8. In accordance with the University Faculty Workload Policy, a faculty member may be granted a reduced workload for high levels of scholarship/artistry up to 6 CHE's per year.
9. Faculty members who accept teaching assignments above the limits stated in their current CBA or this policy will be provided with a supplemental contract for overload responsibilities. This contract must be in accordance with current University Policy and all CBA's.
10. If a single course is taught by multiple faculty members, and all faculty members teach throughout the entire term, all shall receive full CHE's for the course if approved by the director of the School. If faculty members teach intermittently through the term, CHE's will be prorated based on contact hours and responsibility. In all cases, the CHE/CUE breakdown must be agreed upon by all faculty members teaching and the director of the School.
11. Courses taught concurrently will be treated as one course when calculating CHE's unless an understanding is reached between the faculty member and the director of the School of Theatre and Dance.
  - Ex. THEA 479 and THEA 579 meet at the same time and there is limited additional instructor workload for the graduate section. The professor would receive 3 CHE's for both courses.
12. Independent Studies (and similar courses) will only count towards workload if assigned/approved by the director of the School. In those cases, the following formula can be used to determine CHE/CUE:
  - 0.25 CHE per aggregate of 3 student credit hours (not to exceed 3 CHE per semester)  
For example, a professor supervising 4 students' independent studies for 3 credits each (an aggregate of 12 credit hours) would receive 1 CHE.
13. The Professor of Record on all MyNIU course listings must reflect the faculty teaching the course.
14. Graduate Assistants who teach a course(s) as part of their assistantship will be assigned a Faculty Mentor by the director of the School.

- a. Faculty Mentors will receive 1 CHE for each class taught by a Graduate Assistant they are mentoring.
- b. Faculty Mentors will appear as the secondary Professor of Record for classes taught by graduate students.
- c. Faculty Mentors are required to create a plan/syllabus explaining their mentoring/teaching goals, expectations, and schedules for each Graduate Assistant. This plan/syllabus must be submitted to the director of the School with other required syllabi at the start of the semester.
- d. The Graduate mentorship plan/syllabus must include the following minimums:
  - Attend 7 full class meetings and provide feedback on teaching style, classroom management, and the like.
  - 7 one-hour meetings for check-ins and on-going instruction in teaching.
  - Guidance, review, and feedback on syllabus creation before semester begins (approximate 4+ hours)
  - Mid-semester check-in to assess student progress and effectiveness of instruction.
  - Assistance with grading and final assessment at end of semester (Approximately 4+ hours)

#### **IV. Scholarship**

1. Scholarship is a vital part of the workload of all faculty members in the School of Theatre and Dance. In addition to being required for the promotion of tenured and tenure track faculty, a healthy scholarly agenda raises the profile of the School and benefits both the class room and rehearsal room.
  - a. All scholarship should be recorded in Faculty Service Reports (or equivalent).
  - b. Creative and scholarly activities should not interfere with a faculty member's ability to teach classes to students or in a students' ability to accomplish learning outcomes.
  - c. Tenure-track faculty members should work with the director of the School or a faculty mentor to develop a scholarship agenda that best serves both the faculty member and School.
  - d. Creative work in the School of Theatre and Dance will not count toward Scholarship (but as Teaching or Service) on the FSR or tenure/promotion process as it is not a peer-reviewed endeavor.

#### **V. Service, Administration, and Recruitment Responsibilities**

1. All members of the SoTD Faculty (Instructor and Tenured/Tenure-track) are expected to participate in faculty meetings, relevant area meetings, SoTD Convocations, CVPA Convocations, and all state, NIU, CVPA, and SoTD mandatory trainings (ex. Title IX Education and Awareness, Ethics Training, Commercial Card Training, and the like).
2. Tenured and Tenure-track Faculty are expected to contribute to the School, College, and University in the form of Service.

- Elected and appointed committee positions take precedence over voluntary committee positions.
  - Service to the School, College, University, community, professional organizations, and the like should be documented and accounted for as a part of the yearly Faculty Service Report.
3. All faculty should receive compensation for Administrative Duties if assigned by the director of the School. This compensation can take the form of extra pay, course release, or any other form permitted by current CBA's and University Policy.
  4. Recruitment activities may be considered part of a faculty member's Service or compensated for through course release or extra compensation. The director of the School and the faculty member will agree on the appropriateness of the activity, compensation, and document accordingly in the FSR.

#### **VI. Non-SoTD Production Activities and Compensation**

1. No member of SoTD Faculty and Staff can be compelled to provide services outside their contracts.
2. Non-SoTD related labor performed by SoTD Faculty and Staff must receive additional compensation.
  - a. Non-SoTD related labor includes but is not limited to directing, choreographing, performing, planning, management, space coordination, load-in/out, training, space supervision and access, coordination of auxiliary space(s) and shop(s), hanging of lights/sound equipment, coordination of student employees, organizing and coordination of SoTD properties/costumes/materials, and the like for any purpose other than the direct needs of the School of Theatre and Dance.
  - b. Compensation for SoTD faculty and staff labor must be included in all contracts with non-SoTD parties and paid in a timely fashion.

#### **VI. Workload Documentation**

1. A **Workload Documentation Form** (see Addendum B: Documentation) must be completed by the director of the School (or designee) and given to the faculty for review by March 1 for the following academic year.
  - a. The completed **Workload Documentation Form** must be provided to the Personnel Committee no later than April 1<sup>st</sup> for review.
2. Any Tenured/Tenure-track Faculty receiving a reduction in workload shall work with the director of the School to create a **Course Reduction Documentation Form**. (see Addendum B: Documentation)
  - a. New tenure-track faculty members (first two years) need not provide justification but should complete the Course Reduction Documentation Form for accounting purposes.
  - b. For returning faculty (year three and beyond), this agreement will establish goals and outcomes appropriate for their field.

- c. Should it be determined by the director of the School and the Personnel Committee that the agreement has not been sufficiently completed, the faculty must repay the CHE reduction within the next two academic years.
- d. The **Course Reduction Agreement** must be provided to the Personnel Committee no later than April 1<sup>st</sup>.

*This policy shall be reviewed annually in collaboration with faculty, director, and college dean, and adjusted based on evidence and practice as well as changing conditions, such as for financial, personnel, artistic, or pedagogical reasons.*

*This policy was voted on and approved by the faculty of the School of Theatre and Dance on April 12, 2023 and will take effect January 1, 2024.*

## **Addendum A: Workload Equivalency Chart**

- **1 credit hour of teaching equals 1 CHE unless specified below (i.e., a 3-credit course would equal 3 CHEs)**

*The following chart should be used when calculating CHEs for non-traditional assignments:*

<b>CHE</b>	<b>Description</b>
	<b>DANCE PERFORMANCE</b>
2	Dance Technique Classes (TH-D 205, 206, 207, 208, 305, 306, 308, 320, 361, 405, 406, 408, and all sections of 477)
0.5	TH-D 377 (Coordinator of Dance Concert)
0.5	Faculty advisor for Art for Life or Student Choreographic Showcase.
	<b>ACTING</b>
3	Voice/Speech or Movement Classes (THEA 211, THEA 309, THEA 311, THEA 329, THEA 405, THEA 406, THEA 409, THEA 411, THEA 414, THEA 429, THEA 605, THEA 609, THEA 611, THEA 621, THEA 629, THEA 631, THEA 639, THEA 649, THEA 706)
4	Acting Classes (THEA 308, THEA 310, THEA 407, THEA 408, THEA 410, THEA 416, THEA 418, THEA 516, THEA 607, THEA 608, THEA 610, THEA 614, THEA 615, THEA 708)
	<b>**The following courses are evenly distributed among SoTD Acting faculty, of minimum impact to the professor charged with reporting grades, and/or covered by another section of the SoTD Workload Policy; therefore, the courses will not be considered part of CHE accounting for the Professor of Record but will be accounted for on the Professor of Record's yearly FSR. This policy only applies to professors in the Performance Area. <b>THEA 377, THEA 495, THEA 619, &amp; THEA 695.</b></b>

	<b>DESIGN/TECHNOLOGY</b>
1	THEA 295
2	THEA 395 and THEA 619
	<b>**The following courses are evenly distributed among SoTD Design/Technology faculty, of minimum impact to the professor charged with reporting grades, and/or covered by another section of the SoTD Workload Policy; therefore, the courses will not be considered part of CHE accounting for the Professor of Record but will be accounted for on the Professor of Record's yearly FSR. This policy only applies to professors in the Design/Technology Area. <b>THEA 420, THEA 495, &amp; THEA 695.</b></b>

	<b>HISTORY/LITERATURE/CRITICISM</b>
	<b>**The following courses are evenly distributed among SoTD Design/Technology faculty, of minimum impact to the professor charged with reporting grades, and/or covered by another section of the SoTD Workload Policy; therefore, the</b>

	courses will not be considered part of CHE accounting for the Professor of Record but will be accounted for on the Professor of Record's yearly FSR. This policy only applies to professors in the Design/Technology Area. <b>THEA 495.</b>
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	<b>PRODUCTION</b>
3	Directing a Mainstage or Studio Production
2	Producing the BFA/MFA Acting Showcase
3	Choreographing a full-length Dance Concert
0.5	Choreographing in a Dance Concert or other SoTD Production, 0 – 10 Minutes
1	Choreographing in a Dance Concert or other SoTD Production, 11 – 20 Minutes
1.5	Choreographing in a Dance Concert or other SoTD Production, 21 – 30 Minutes
1	Coaching a performance (Voice, Movement, Acting, Intimacy, Violence, Dialect, Style, Dramaturgy) for SoTD Productions (1 CHE = 30 to 45 hrs.)
2	Designing a Mainstage Production (no student assigned)
2	Costume or Technical Direction of a Mainstage Production (no student assigned)
6	Production Shop Management: Scene Shop, Lighting Shop, Prop Shop, Costume Shop (~25 hrs/week)
0.5	Other Technical/Design/Performance/Choreographic Production Work as agreed upon by faculty member and SoTD director (per 20 hrs.)

	<b>OTHER</b>
1	Miscellaneous Duties Assigned (per ~45 hrs. of labor) – <i>See Addendum C for examples</i>
1	Developing a New Course - not to exceed 3 CHE/year [NIU Workload Policy -5/1-/2012, Specifications Appendix]

	<b>Production Responsibilities</b>
0.5 - 2	SoTD liaison with guest directors and/or choreographers
1	Audition Management & Organization (collection/organization of headshot & contact information, distribution of sides/combinations, organizing & running callbacks, creating/posting cast lists, and casting of productions.)
1	Creating Rehearsal/Production/Design Calendar for the academic year
0.5	Maintaining Production Calendar for the academic year
0.5	Booking/Scheduling/Coordinating Venues – SoTD courses, rehearsals, etc. meetings, and the like.
1	Booking/Scheduling/Coordinating Venues – Non-SoTD groups/organizations

### **Addendum B: Documents**

*See attachments.*