

College of the Arts Faculty Workload Policy

Valdosta State University's (R3 designation) College of the Arts Faculty Workload Policy:

- Complies with University System of Georgia and Valdosta State University policies
- Recognizes the distinctive teaching and support needs of each department and program
- Authorizes each academic unit to develop a faculty workload policy specific to the department and program

This is necessary due to the specialized accreditations and certifications noted below.

College of the Arts Faculty Responsibilities and Workload Framework

For most faculty members, as outlined in Valdosta State University's Tenure and Promotion Policies and Procedures,¹ their responsibilities fall in the following three areas:

- Teaching and Student Learning (including non-course instruction or special teaching duties)
- Scholarship (research and juried or non-juried creative accomplishments)
- Service

An additional area which is important to acknowledge is Professional Growth and Development, an area in which faculty members may work to enhance their skills, knowledge, and ability in any of the categories listed above. For tenure and promotion purposes, this area is typically considered part of Scholarship.

The above areas make use of guidelines and requirements of these accrediting entities and professional associations:

National Association of Schools of Art & Design (NASAD)
 Dance (NASD)
 Music (NASM)
 Theatre (NAST)
 College Art Association (CAA)
 Southeastern College Art Conference (SECAC)
 Association for Theatre in Higher Education (ATHE)
 Broadcast Education Association - Festival of Media Arts
 Council for Interior Design Accreditation (CIDA)

The intent of this policy is to provide a framework to promote equitable and fair division of labor. Each department and program is responsible for developing a policy that adheres to this framework with consideration toward discipline-specific expectations. The principles guiding

¹ Valdosta State University. (2024). *Tenure and promotion policies and procedures*.
<https://www.valdosta.edu/academics/academic-affairs/documents/tenure-and-promotion-policies-and-procedures.pdf>

this policy, and corresponding policies developed by department and programs within the College of the Arts, are:

- Treatment of faculty that is fair and equitable, such that no single faculty member is overburdened with workload assignments, and such that all faculty are assessed based on their performance of specific tasks and responsibilities associated with the assigned workload
- Promotion of collaboratively developed workload assignments with clear, rank-specific expectations that ensure consistency and transparency
- Provision of a framework that is flexible enough to acknowledge and allow for variation according to discipline-specific needs, departmental and programmatic needs, prior arrangements in faculty contracts, and temporary workload modifications in special circumstances
- Acknowledgment of the many contributions that faculty members make to advance the mission of the College and Valdosta State University

The College of the Arts Workload Policy adheres to the definitions and guidelines outlined in the VSU Credit and Contact Hour and Instructional Equivalencies Guidelines.²

The College of the Arts Standard Teaching Load

The College of the Arts adheres to Valdosta State University's teaching load³, which is as follows:

- For tenured and tenure-track faculty and non-tenure track full-time professorial ranked faculty on an academic year (fall/spring) contract: no more than 24 credit hours, 24 contact hours, or equivalent per academic year; guidelines for maximum number of course preparations per term and maximum/minimum class sizes should correspond to program policy
- For non-tenure track full-time faculty ranked as lecturers on an academic year (fall/spring) contract: no more than 30 credit hours, 30 contact hours, or equivalent per academic year; guidelines for maximum number of course preparations per term and maximum/minimum class sizes should correspond to program policy
- For tenured and tenure-track faculty and non-tenure track full-time professorial ranked faculty on a fiscal year (12 month) contract: no more than 36 credit hours, 36 contact hours, or equivalent per year; guidelines for maximum number of course preparations per term and maximum/minimum class sizes should correspond to program policy
- For non-tenure track full-time faculty ranked as lecturers on a fiscal year (12 month) contract: no more than 45 credit hours or 45 contact hours or equivalent per year;

² Valdosta State University. (2025). *Credit and Contact Hour and Instructional Equivalencies Guidelines*. <https://www.valdosta.edu/academics/academic-affairs/documents/credit-contact-guidelines.pdf>

³ Valdosta State University. (2022). *Faculty Workload*. <https://www.valdosta.edu/academics/academic-affairs/faculty-handbook/faculty-workload.php>

guidelines for maximum number of course preparations per term and maximum/minimum class sizes should correspond to program policy

Variations exist depending upon professional accreditation requirements and other expectations for the use of faculty members' time based upon their assigned responsibilities and department or program need, therefore, calculation of load hours depends on the nature of instruction as defined by the respective accreditation associations. Each department and program is charged with defining and consistently applying guidelines for standard and specialized instruction through the creation of workload formulas to be utilized in the Faculty Load and Assignment Reports. These formulas should be documented in worksheet form and attached to this document as an appendix.

Course releases must receive prior approval from both the Department Head and the Dean at least one year in advance.

Faculty members can request to teach a particular class. Teaching requests will be considered but are not guaranteed.

Based on the ranks and contract terms outlined above, Department Heads will assign teaching loads using these and other approved considerations, including the number of course preparations, credit hours, contact hours, and course level.

OFFICE HOURS

The teaching workload includes office hours. All faculty members are expected to observe reasonable in-person office hours during the week, to post the schedule, and to provide time on a systematic basis for student conferences and consultations with colleagues and visitors. Full-time faculty within the College of Arts are expected to offer five office hours per week if spread out across three workdays; or six hours per week if spread out across two workdays. Office hours should occur during VSU's normal business hours. Departments and programs may review and establish variations of this policy based on circumstances and needs of faculty, students, and program expectations.

The College of the Arts Scholarship and Service Load

When determining faculty workload, it is understood that Scholarship and Service will be calculated as follows:

- For tenured and tenure-track faculty and non-tenure track full-time professorial ranked faculty on an academic year (fall/spring) contract: no more than 3-credit-hour course equivalent will be granted toward scholarship and 3 credit-hour course equivalent will be granted toward service per semester. Teaching, Scholarship, and Service may equal up to 36 load credits per academic year.⁴

⁴ This number assumes faculty are teaching, on average, 12 credit or contact hours, per semester, with an allotment of 3 credit hours toward scholarship and service, per semester.

- For non-tenure track full-time faculty ranked as lecturers on an academic year (fall/spring) contract: a range of 0-3 credit hours course equivalent will be granted toward scholarship or service per semester. Teaching, Scholarship, and Service may equal up to 36 load credits per academic year.^{5,6}
- For tenured and tenure-track faculty and non-tenure track full-time professorial ranked faculty on a fiscal year (12 month) contract: no more than 3-credit-hour course equivalent will be granted toward scholarship and 3 credit-hour course equivalent will be granted toward service per semester. Teaching, Scholarship, and Service may equal up to 54 load credits per academic year.⁷
- For non-tenure track full-time faculty ranked as lecturers on a fiscal year (12 month) contract: a range of 0-3 credit hours course equivalent will be granted toward scholarship or service per semester. Teaching, Scholarship, and Service may equal up to 54 load credits per academic year.^{8,9}

To provide a framework to promote equitable and fair division of labor, each department and program is responsible for developing policy that adheres to this framework with considerations for discipline-specific expectations.

SCHOLARSHIP AND PROFESSIONAL DEVELOPMENT

In accordance with the University's mission as a comprehensive state university, each department and program must provide faculty with a Scholarship and Professional Development Statement that distinguishes expectations of scholarship between ranked professors and lecturers. The policy should also distinguish between different disciplines by outlining expectations for scholarship and professional development in each discipline (i.e. Production and Technique Faculty, History/Theory/Criticism Faculty, Dual Area Faculty, etc.). Criteria for Scholarship and Professional Development for each level should be determined by the department and program and in accordance with the College and Departmental Tenure and Promotion Policies and Procedures.

SERVICE

In accordance with the University's mission as a comprehensive state university, each department and program must develop and provide to faculty a policy on service that distinguishes expectations of service between different ranks (Assistant Professor, Associate Professor, Professor, and Lecturers). The policy should clearly define progressively increasing service

⁵ This number assumes that non-tenure track ranked as lecturer faculty are expected to take on a heavier teaching load than other types of faculty while meeting reasonable expectations for Scholarship *or* Service. It should be noted that VSU typically expects lecturers to participate in academic service, though it is recognized that the VSU Tenure and Promotion Policy stipulates that in order to be considered for promotion, lecturers must “demonstrate excellence and effectiveness in teaching and instruction as well as noteworthy achievement in service *or* research, scholarship, professional growth, or creative production” [Emphasis added]; leaving the choice between Scholarship *or* Service up to the faculty member.

⁶ This number assumes non-tenure track faculty are teaching *up to* 15 credit or contact hours, per semester, with an allotment of 0-3 credit hours toward scholarship and service, per semester.

⁷ It should be noted while this number assumes that fiscal-year faculty will teach the same amount of credit/contact hours during the summer as they do during fall and spring semester, in practice, the number of credit/contact hours is more typically between 3-6 credit/contact hours during the summer.

responsibilities at higher professorial ranks. The following categories of service should also be considered:

- Academic
 - Department and Program
 - College
 - University
 - USG
- Discipline
 - Local
 - State
 - Regional
 - National
 - International
- Community

Departmental and programmatic policies should account for the varying time commitments and workload demands associated with different committee assignments.

Reporting Workload Determination

Faculty Load and Assignment reports are prepared by the Department Head and submitted to the Dean once a year. Faculty members may request a copy of their report; upon receipt, they are required to sign an acknowledgment confirming they have received it.

Assigned teaching loads are determined by the Department Head and subject to approval by the Dean and the Provost. While faculty preferences for teaching may be considered, Department Heads “need not be bound by these preferences” and is the final authority in assigning workload.⁸

REGULAR REVIEW OF WORKLOAD POLICY

Per university policy, “All unit workload policies must be developed, approved, and then reviewed on a regular cycle of at least once every five years by their faculties, by the unit's executive committee and dean, and by the Provost and Vice President for Academic Affairs. All policies will be posted on the unit's website and linked to the Academic Affairs website.”⁹

⁸ Valdosta State University. (2019). *Handbook for Department Heads and Directors*. https://www.valdosta.edu/academics/academic-affairs/department-heads-handbook.php#schedule_undergrad

⁹ Valdosta State University. (2019). *Revised Valdosta State University Faculty Workload Policy*. <https://www.valdosta.edu/academics/academic-affairs/documents/faculty-workload-policy-2019.pdf>

APPENDIX: Definitions

Contact Hour: The measure of scheduled instruction given to students is dependent on the instructional format for the course, meaning the ratio of contact to credit hours will change depending on the format of the course. Contact hours should be calculated on a per week basis. For example, one contact hour per week of a lecture course for 15 weeks equals one credit hour.¹⁰

Course Preparation: The planning and organization of a distinct course, including the development of learning objectives, content, assessments, instructional activities, and materials. Each unique course taught in a semester constitutes one course preparation; multiple sections of the same course count as a single preparation.

Credit Hour: An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester [...] or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. (34 CFR Part 600.2)¹¹

¹⁰ Valdosta State University. (2025). *Credit and Contact Hour and Instructional Equivalencies Guidelines*. <https://www.valdosta.edu/academics/academic-affairs/documents/credit-contact-guidelines.pdf>

¹¹ Valdosta State University. (2013). *Determination of Credit Hour for Courses Policy*. <https://www.valdosta.edu/administration/sacs/documents/determination-of-credit-hours-policy.pdf>