

Teaching Workload Guidelines

(Approved by the Office of the Provost – June 22, 2023)

The faculty in the School of Theatre & Dance consists of a cohort of specialists within the disciplines of dance and theatre. While several faculty are skilled to serve as generalists, most of the faculty are highly skilled specialists. The Production Program, central to all degree programs in the School, requires full participation from the faculty specialists per the needs of each production. The annual season of productions serves as the central curricular structure in the unit; faculty participation in the season is compulsory. This drives a level of collaboration between faculty unlike most other academic units. This form of experiential education essentially creates a second position for each faculty in that they serve as an instructor for their course load plus have a role in the production season. Essentially, the School of Theatre & Dance operates a semi-professional regional dance and theatre company in addition to its more traditional role as an academic unit. This form of experiential education for our students is one of our key “features” that attract prospective students at all levels, regionally and nationally.

Participation in the School Production Program:

Faculty with appointments in dance, acting, musical theatre, design, or technology are typically expected to participate in the production program every semester as a condition of their appointment. Examples of typical assignments include vocal coaching, fight choreography, lighting design, scene painting, costume construction, etc. These activities fall under each faculty member’s areas of expertise. These activities require faculty to develop creative work that is reportable in Digital Measures as Creative Activity. However, this activity is often also Teaching and even Service in nature.

For the purposes of Faculty Evaluation, Promotion, and Tenure decisions, the School of Theatre & Dance considers these “internal” production assignments as Creative Activity with a local scope. One of these assignments is essentially equivalent to a juried article in a journal. These procedures and policies are in keeping with standards and guidelines published by the National Association of School of Theatre (NAST), with whom the School is an accredited member.

Faculty Appointments:

Faculty appointments are made by the Dean of the College of Creative Arts. In the School of Theatre & Dance, non-tenure-track faculty (NTT), such as teaching and service appointments, carry the same rank as tenured/tenure-track appointments: assistant professor, associate professor, professor. The NTT faculty in the School appointed at 1.0 FTE are considered full voting members of the faculty and equivalent to all tenure-track and tenured faculty except for the award of tenure. NTT faculty are permitted to be members of the CCA graduate faculty (provided they meet the other requisites), chair committees, and hold roles in unit leadership.

New faculty are typically appointed at the Assistant Professor level unless, per the Dean of the College, the faculty member has *significant* professional or academic experience equal to or greater than those faculty already at the Associate Professor level.

Workload percentages in teaching, research, and service are assigned by the Dean of the College of Creative Arts at the time of appointment. Faculty members may request a change in workload to the Dean. With support from the School Director, the Dean may reassign the workload percentages up to a 10% shift. Reassignment of more than 10% in workload change must be approved by the Provost (or delegate).

Teaching Workloads:

In the School of Theatre & Dance, we recognize a “full-time” teaching load to be 40% of a faculty member’s total workload, regardless of appointment type.

That 40% is translated and calculated as follows for tenure-track/tenured faculty:

- Standard teaching load in the College of Creative Arts is a “3/3” which translates to 9 credit hours per semester.
- Serve as an Academic Advisor (graduate and/or undergraduate)
- Those faculty that are full members of the College Graduate Faculty are expected to chair up to four MFA thesis projects in the student’s final year. Associate members of the College Graduate faculty are expected to serve on up to 6 MFA Thesis committees per year.
- Due to the contact hours and number of class preparations, faculty in dance, voice for acting, and movement for acting, a full-time teaching load will be eight credit hours for four two-credit technique classes.

For service faculty (NTT), this load is adjusted per the specific appointment in design and technology to accommodate the production needs of the School. Typically, Service faculty carry a 40% teaching load calculated and assigned as follows:

- Standard teaching load for faculty in this appointment is a “2/2” which translates to 6 credit hours per semester.

- Service faculty in production oversee and direct the afternoon laboratory courses (THET 103, 106, or 220) or stage management seminars (THET 206S, 406S) which includes 4-6 hours of student contact time
- Oversee and manage the production practicums: THET 200, 300, 400, and 600 as needed
- Serve as an Academic Advisor (graduate and/or undergraduate)
- Those faculty that are full members of the College Graduate Faculty are expected to chair up to four MFA thesis projects. Associate members of the College Graduate faculty are expected to serve on up to 6 MFA Thesis committees per year.

For teaching faculty (NTT), this load is 60-80% teaching load calculated and assigned as follows:

- Standard teaching load for faculty in this appointment is a “4/4” which translates to 12 credit hours per semester.
- Due to the contact hours and number of class preparations, faculty in dance, voice for acting, and movement for acting, a full-time teaching load will be eight credit hours for four two-credit technique classes plus course administration of DANC 200, 300 and/or THET 200, 300, 400, 600 as determined by the Director of the School.
- Serve as an Academic Advisor (graduate and/or undergraduate)
- Those faculty that are full members of the College Graduate Faculty are expected to chair up to four MFA thesis projects. Associate members of the College Graduate faculty are expected to serve on up to 6 MFA Thesis committees per year.

For FE/AP appointments, this load is 20% teaching and 80% service

- The Shop Managers that hold this appointment will teach THET 103,104, 105, and/or 106 as needed per the School Director.
- This appointment will not carry an academic advising load.
- FE/APs are not members of the College Graduate Faculty and therefore will not be serving on MFA Thesis Committees.

For faculty in all ranks and appointments with a shared teaching course, or other co-teaching activity, the number of credit hours of load is calculated by the percentage of responsibility. For example, a 3-credit course with shared teaching by two faculty in a 50/50 teaching schedule, the workload will be calculated as 1.5 credit hours each.

Course Administration:

The School’s production program requires all majors to complete practicum credits every semester. Students register for DANC 200, 300, 400, THET 200, 300, 400, 600 per their academic advisor for credit in completing the necessary production work.

Faculty are assigned by the School Director to serve as the course administrator for one or more of these courses. These assignments are made by the School Director. This course administration also applies to the School's Capstone course (THET 401), Independent Study (THET 495), and Repertory Theatre (THET 402).

The School's Director serves as the course administration for the graduate level courses (THET 595, 695, 690, 697, 795, and others as appropriate).

Directing Faculty:

Per the nature of the appointment, Directing Faculty are expected to direct 1-2 shows per year (one large show or two smaller scope shows) as appointed by the School Director. Directing one large production, even if scheduled within a semester, will count as a full year of production work. Whereas a lighting design faculty might design 2-4 shows in a given year.

Production Assignments:

Faculty specialists assigned to roles in the production program are made as follows:

- Stage Directors, Choreographers, Guest Artists, and Music Directors are assigned by the School Director
- Artistic Directors for dance productions are assigned by the School Director
- Faculty choreographers and dancers for mainstage dance productions are assigned by the Assistant Director of Dance.
- Designers and technicians are assigned by the Assistant Director of Production
- Vocal coaches, fight choreographers, assist directors, etc. are assigned by the Assistant Director of Performance.

Course Reductions:

Faculty, in all ranks and appointments, may be eligible for a course reduction(s) for the following:

- Significant time "in-residency" with a professional company, especially for pre-promotion faculty
- Completion of a book project or similar research activity
- Special creative activities requiring significant focus (ie: the movie project, *King Lear*)
- Completion of other notable creative, scholarly, or other service/research-intensive activity (including accreditation preparation)
- Significant administrative appointments per the Director and/or Dean
 - Examples such as directing the ACDA conference, writing/editing self-study documents for the School/College, serving in School Administration
 - The Artistic Director for West Virginia Public Theatre is paid an administrative supplement to address the overload.

- Associate Director is paid an administrative supplement, per CCA rates, to address the overload.
- Assistant Directors in the School are paid an administrative supplement, per CCA rates, to address the overload.

Workload Assignments:

The faculty in the School fall into one of the following categories. Other arrangements of workload are possible with support and approval from the Director, Dean, and Provost.

APPOINTMENT	TEACHING	CREATIVE/RESEARCH	SERVICE
Tenure-Track	<p>40%: Standard teaching load in the College of Creative Arts is a “3/3” which translates to 9 credit hours per semester.</p> <p>Serve as an Academic Advisor (graduate and/or undergraduate)</p> <p>Those faculty that are full members of the College Graduate Faculty are expected to chair up to four MFA thesis projects in the student’s final year. Associate members of the College Graduate faculty are expected to serve on up to 6 MFA Thesis committees per year.</p> <p>Due to the contact hours and number of class preparations, faculty in dance, voice for acting, and movement for acting, a full-time teaching load will be eight credit hours for four two-credit technique classes.</p>	<p>40%: TT Faculty are expected to develop and maintain a regional and national presence in their discipline. Typically, this includes presenting at regional and national level conferences, leading master classes or workshops, and/or working professionally (especially AEA, USA, IATSE, SDC).</p> <p>Traditional forms of research and scholarship are also acceptable such as articles, chapters, and books.</p> <p>Evaluation emphasis is placed on the quality/reputation of the work and not the quantity.</p>	<p>20%: Typical service obligations for all 1.0FTE faculty in the School includes, but not limited to: Serving on 2-4 School/CCA committees. Participation in 2-4 recruiting events, service to production (ie programs, FOH, management, etc).</p>
Tenured	<p>40%: Standard teaching load in the College of Creative Arts is a “3/3” which translates to 9 credit hours per semester.</p> <p>Serve as an Academic Advisor (graduate and/or undergraduate)</p> <p>Those faculty that are full members of the College Graduate Faculty are expected to chair up to four MFA thesis projects in the student’s final year. Associate members of the College Graduate faculty are expected to serve on up to 6 MFA Thesis committees per year.</p> <p>Due to the contact hours and number of class preparations, faculty in dance, voice for acting, and movement for acting, a full-time teaching load will be eight credit hours for four two-credit technique classes.</p>	<p>40%: Tenured faculty are expected to maintain their regional and national presence in their discipline. Typically, this includes presenting at regional and national level conferences, leading master classes or workshops, and/or working professionally (especially AEA, USA, IATSE, SDC).</p> <p>Traditional forms of research and scholarship are also acceptable such as articles, chapters, and books.</p> <p>Evaluation emphasis is placed on the quality/reputation of the work and not the quantity.</p>	<p>20%: Typical service obligations for all 1.0FTE faculty in the School includes, but not limited to: Serving on 2-4 School/CCA committees. Participation in 2-4 recruiting events, service to production (ie programs, FOH, management, etc).</p>
Tenured (Service Focused)	<p>40%: Standard teaching load in the College of Creative Arts is a “3/3” which translates to 9 credit hours per semester.</p> <p>Serve as an Academic Advisor (graduate and/or undergraduate)</p> <p>Those faculty that are full members of the College Graduate Faculty are expected to chair up to four MFA thesis projects in the student’s final year.</p>	<p>20%: Tenured faculty at this appointment level are still expected to maintain their regional and national presence in their discipline. Typically, this includes presenting at regional and national level conferences, leading master classes or workshops, and/or working professionally (especially AEA, USA, IATSE, SDC).</p>	<p>40%: Increased service load to include serving as director of one or more summer academies for K12 age groups such as the Summer Acting Academy, or Youth Theatre Academy.</p>

	<p>Associate members of the College Graduate faculty are expected to serve on up to 6 MFA Thesis committees per year.</p> <p>Due to the contact hours and number of class preparations, faculty in dance, voice for acting, and movement for acting, a full-time teaching load will be eight credit hours for four two-credit technique classes.</p>	<p>Evaluation emphasis is placed on the quality/reputation of the work and not the quantity.</p>	
Tenured (Service Focused)	<p>40%: Standard teaching load in the College of Creative Arts is a "3/3" which translates to 9 credit hours per semester.</p> <p>Serve as an Academic Advisor (graduate and/or undergraduate)</p> <p>Those faculty that are full members of the College Graduate Faculty are expected to chair up to four MFA thesis projects in the student's final year. Associate members of the College Graduate faculty are expected to serve on up to 6 MFA Thesis committees per year.</p> <p>Due to the contact hours and number of class preparations, faculty in dance, voice for acting, and movement for acting, a full-time teaching load will be eight credit hours for four two-credit technique classes.</p>	<p>20%: Tenured faculty at this appointment level are still expected to maintain their regional and national presence in their discipline. Typically, this includes presenting at regional and national level conferences, leading master classes or workshops, and/or working professionally (especially AEA, USA, IATSE, SDC).</p> <p>Evaluation emphasis is placed on the quality/reputation of the work and not the quantity.</p>	<p>40%: Increased service load to include serving as artistic director for West Virginia Public Theatre</p>
Administrative – Tenured	<p>10%: Per University policy for faculty members in an administrative appointment, teach one 3-credit course every two years. This appointment may also serve as an academic advisor.</p>	<p>10%: Tenured faculty at this appointment level are still expected to maintain their regional and national presence in their discipline. Typically, this includes presenting at regional and national level conferences, leading master classes or workshops, and/or working professionally.</p> <p>Evaluation emphasis is placed on the quality/reputation of the work and not the quantity.</p>	<p>80%: Serve as Director, School of Theatre & Dance. Additional national level service is also expected.</p>
Teaching Faculty	<p>80%: Teach 3 large lecture format courses (typically THET 101) with expected enrollments of 175±. Additionally teach 2-4 credits in the Acting/Musical Theatre. Serve as an Academic Advisor (graduate and/or undergraduate)</p> <p>Those faculty that are full members of the College Graduate Faculty are expected to chair up to four MFA thesis projects in the student's final year. Associate members of the College Graduate faculty are expected to serve on up to 6 MFA Thesis committees per year.</p>	<p>[not applicable] Must stay current in discipline.</p>	<p>20%: Typical service obligations for all 1.0FTE faculty in the School includes, but not limited to: Serving on 2-4 School/CCA committees. Participation in 2-4 recruiting events, service to production (ie programs, FOH, management, etc).</p>

<p>Teaching Faculty (service focus)</p>	<p>60%: Standard teaching load in the College of Creative Arts is a “3/3” which translates to 9 credit hours per semester. Plus teach another 1-3 credit hours in their discipline.</p> <p>Serve as an Academic Advisor (graduate and/or undergraduate)</p> <p>Those faculty that are full members of the College Graduate Faculty are expected to chair up to four MFA thesis projects in the student’s final year. Associate members of the College Graduate faculty are expected to serve on up to 6 MFA Thesis committees per year.</p> <p>Due to the contact hours and number of class preparations, faculty in dance, voice for acting, and movement for acting, a full-time teaching load will be eight credit hours for four two-credit technique classes.</p>	<p>[not applicable] Must stay current in discipline.</p>	<p>40%: In addition to the regular service duties, supervise and/or oversee as aspect of production operations.</p>
<p>Service Faculty (teaching focus)</p>	<p>40%: Standard teaching load in the College of Creative Arts is a “3/3” which translates to 9 credit hours per semester.</p> <p>Serve as an Academic Advisor (graduate and/or undergraduate)</p> <p>Those faculty that are full members of the College Graduate Faculty are expected to chair up to four MFA thesis projects in the student’s final year. Associate members of the College Graduate faculty are expected to serve on up to 6 MFA Thesis committees per year.</p> <p>Serve as a course administrator for 2-4 practicum courses or administer the THET 401/495 students.</p>	<p>[not applicable] Must stay current in discipline.</p>	<p>60%: In addition to the regular service duties, supervise and/or oversee all or part of the Summer Academies and Youth Theatre Academy.</p>
<p>Service Faculty</p>	<p>40%: Standard teaching load in the College of Creative Arts is a “3/3” which translates to 9 credit hours per semester.</p> <p>Serve as an Academic Advisor (graduate and/or undergraduate)</p> <p>Those faculty that are full members of the College Graduate Faculty are expected to chair up to four MFA thesis projects in the student’s final year. Associate members of the College Graduate faculty are expected to serve on up to 6 MFA Thesis committees per year.</p> <p>Due to the contact hours and number of class preparations, faculty in dance, voice for acting, and movement for acting, a full-time teaching load will be eight credit hours for four two-credit technique classes.</p>	<p>10%: NTT faculty at this appointment level are still expected to maintain their regional and national presence in their discipline. Typically, this includes presenting at regional and national level conferences, leading master classes or workshops, and/or working professionally.</p> <p>Evaluation emphasis is placed on the quality/reputation of the work and not the quantity.</p>	<p>50%: In addition to the regular service duties, supervise and/or oversee some aspect of shop operations (i.e. Electrics).</p>

