

WORK LOAD RECOMMENDATION FORM

approved

Date: 11/13/07

Name of Submitter: Ron Garner
 Gary Caldwell
 Ken Peterson
 Nancy Allred
 Paul Abegg
 Robert Briggs
 Glenn Webb

Work Load Change: Permanent Temporary

Recommendation:	<p>Include private instruction as part of the workload for full-time music faculty. Faculty would receive 2 credits of workload for every 3 hours of private instruction. ^{private} The portion of regular workload assigned to private lessons will be approved by the department chair.</p> <p>Private instruction beyond the regular workload (overload) will be limited to 4 credit hours (or 6 hours of instruction) per semester. Overload and adjunct private instruction will be compensated directly through student fees.</p>
Justification:	<p>All colleges/universities in the state of Utah use the NASM guidelines for private instruction as part of the workload (2 credits of workload for 3 hours of private instruction). ^{per week} See attached research.</p>

Recommendation Impact:

What position would this apply to:	All full-time music faculty teaching private instruction
Related College Activity:	Private music instruction for music majors
Who else might want to claim rights to this change:	N/A <i>Theatre</i>
What college policies would have to change for this recommendation to be adopted:	Credit hours for workload regarding private music instruction.
What is the academic impact of this recommendation	DSC would be aligned with the rest of the state of Utah (and the nation) in faculty responsibilities for music instruction. Private instruction is the core of a music degree, as it is the only course (aside from ensemble participation) in which a student is enrolled every semester. Without private instruction, most music classes would not exist. The quality of private instruction will increase as professors are granted workload.
What is the financial impact of this recommendation:	
Per Semester Costs:	Student fees for private instruction will be collected regardless of whether the faculty member is teaching as part of regular load, as

	<p>overload, or as an adjunct. Faculty members teaching lessons as part of their regular workload would not receive the student fees. Two advantages would follow from this procedure:</p> <ol style="list-style-type: none"> 1. It would create a surplus funding pool that could be used to pay benefits for faculty members who teach private lessons on an overload or adjunct basis, and who are compensated only by the student fee. Currently, the mandated cost of benefits is subsidized by the institution, creating a ongoing deficit. 2. Private instruction within a full-time faculty member's regular workload could lead to hiring of adjuncts to teach courses that otherwise would be taught by full-time faculty. However, the surplus pool could also be used to offset this potential added cost.
Faculty Load Reductions:	
Adjunct Replacement:	See #2 under "Per Semester Costs."
Where has this recommendation been implemented or what other models support this recommendation:	This model (2 credits for 3 hours of instruction) is used throughout the state of Utah and throughout the nation. Virtually every music department or music school uses this model.

Signature: Nancy Callahan

Chair's Signature: [Signature] Comments: _____

Dean's Signature: [Signature] Comments: _____

Work Load Committee Recommendations: Approve Disapprove

Signature: [Signature]

Proposal for Workload Changes for DSC Music Department Regarding Private Music Instruction

To: Dr. Brent Hanson, Chair, Fine Arts Department, Dr. Don Hinton, Dean, EDHASS, Dr. Donna Dillingham-Evans, Academic Vice-President

Submitted by: DSC Music Department

1. Private instruction as part of the normal workload for full-time music faculty should be 2 credit hours of workload for each 3 hours of private instruction.
2. A full load for private instruction is approximately 22.5 clock hours per week. A full load for classroom (academic) instruction is 15 hours per week.
3. Private instruction beyond the regular workload (overload) will be limited to 4 credit hours (or 6 hours of instruction) per semester. Overload private instruction will be paid at the adjunct faculty rate (per student).
4. Adjunct faculty will continue to teach private instruction under the present model.

RESEARCH ON FACULTY WORKLOAD REGARDING PRIVATE MUSIC INSTRUCTION

National Association of Schools of Music (NASM) – Handbook, 2007-2008

Section II. E. 4. Faculty and Staff – Loads

b. Guidelines, Recommendations, and Comment

- (1) Institutions use a variety of methods for calculating teaching loads. The choice of method is the prerogative of the institution.
- (2) Policies concerning loads should be clearly developed and published with regard to the variety of educational, artistic, and administrative duties undertaken by music faculty, and any conversions between clock hours and credit hours.
- (3) Institutions vary significantly in the amount of time they expect faculty to devote to instructional and other responsibilities such as composition and performance, research, and community service. The following statements about two types of instructional responsibilities, therefore, provide indicators, not rules. Classroom instruction in lecture/seminar format is weighted differently from private studio lessons in calculating the teaching component of faculty loads. Normally, the upper limit for a full load for classroom instruction in a lecture/seminar format is approximately 12 semester hours or 18 quarter hours per week; for private studio instruction, approximately 18 clock hours per week.
- (4) Music faculty teaching only classroom/seminar courses should have their load determined in the same way as faculty in other departments of the institution.
- (5) All faculty should have sufficient time for artistic, scholarly, and professional activity in order to maintain excellence and growth in their respective areas of expertise.
- (6) Normally, the teaching loads of those having administrative and/or consultative duties are appropriately reduced.

The following are responses from Chairs and Directors of Music Departments throughout the State of Utah to Dr. Nancy C. Allred concerning faculty workload and private instruction:

University of Utah

“Our tenured/tenure track faculty who teach a full load of ONLY private lessons teach 15, 1-hour lessons each week. This is derived from the NASM prescribed of 24 hours per week if the only job related responsibilities were teaching private lessons. Our faculty receive workload release for service and research/creative activity. We have a few faculty members who are not producing "research/creative activity" who are required to teach 18 1-hour lessons each week.

“If studio faculty teach academic or pedagogical courses in addition to private lesson then their loads are reduced accordingly. Typically a 3-hour lecture course reduces the load by 6 students. Pedagogy and literature courses reduce the load by either 3 or 4 students.

“Also, it is quite common for our voice faculty to carry sizeable overloads because they choose to want to work with the additional students.

“Distinguishing between ‘teaching load’ and ‘workload’ is sometimes tricky. Because we are a research institution, faculty productivity in research/creative activity is important for us. The same standard probably is not expected by your institution, nonetheless, a 18 hour private teaching load is most common nationally. It could be that Dixie is regulated according to a teaching load formula rather than a more wholistic approach that is a comprehensive workload consideration.”

Dr. Robert Walzel, Director (School of Music)

Utah State University

“We follow the NASM guidelines in allocating teaching load credit to our faculty members for private instruction. These guidelines stipulate that a faculty member must receive 2 credits for each 3 hours of instruction. Therefore, if a faculty member teaches 9 one-hour credits of private instruction, they receive 6 credits on their role statement. As our faculty have large teaching loads, they usually teach about 12 credits of lecturer courses each semester in addition to their private instruction. Due to private instruction being overload, they are paid the student fee rate. Our average load in the Department is 15 credits but some role statements go as high as 18 credits.

“We follow this policy for all areas of instruction. It is necessary for us to hire approximately 35 part-time instructors in addition to our regular faculty members. With these instructors, there is no concern about credits, they simply are paid per credit hour for instruction.”

Dr. Bruce Saperston, Chair (Music Department)

Weber State University

“Load credit for our private lessons is fixed at the NASM standard of 3 major/minor lessons equal 2 hours of load credit. These lessons are a minimum of 45 minutes in length and the students are also required to attend Master Class one hour a week. Faculty are not given load credit for Master Class as it is considered an extension of private lessons.

“Additionally non-major/minor lessons are 2 lessons for 1 credit hour. These lessons are a minimum of 30 minutes.

“The credit hours are figured into our full-time faculty loads at the above ratio. All of the applied faculty teach both academic courses and private lessons. Faculty who have a full-time load and teach additional lessons are paid \$300.00 for major/minor lessons, and \$216.00 for non-major/minor lessons.”

Dr. Michael Palumbo, Chair (Music Department)

Southern Utah University

“The voice faculty here at SUU have private instruction as part of their load, but all of the faculty is currently in overload. The overload comes out of fees. The piano faculty is the same. We get a great deal of grief from our provost about all of the one-on-one teaching. Since we are NASM accredited the load is based thus. For every three hours that you teach you receive two load credits. Most of our faculty teach at least one course or more.”

Professor Carol Ann Modesitt, Chair (Music Department)

Utah Valley State College

“At UVSC we have just this year started adding private students to loads at the rate of 2 majors (hour lessons) per hour of load. Masterclasses and recitals etc. are included in this number.”

Dr. Bryce Rytting, Chair (Music Department)

Brigham Young University

“At BYU, professors who teach private lessons teach as many students as required to fill their “load,” for which they receive no compensation above their salary. However, any number of students taught above the load number justify additional payment on an above-load or overload contract. For instance, a faculty member may be teaching only private lessons in a given semester, and her load may be 16 students. If she actually teaches 18, then she is paid above-load for 2 students. If a faculty member is teaching a class (which counts anywhere from 3-5 students), then the load for that semester may be the class plus 11 students. Any number of students taught above 11 would be paid on an above-load contract.”

Marilyn Parks, Academic Administrative Assistant (School of Music)

Snow College

“At Snow College, full-time faculty members don't receive workload credit for private instruction. They are compensated for teaching those lessons in the same way as your faculty. At Snow College, the Dean's Council has recommended that faculty members not teach more than 6 additional credit hours overload beyond the 15 required for load. The music department's policy with respect to private lesson overload is consistent with that recommendation, given the assumption of 2 che's (credit hour equiv.) for every 3 hours of private teaching, as is the norm in the NASM handbook.

“If a music faculty member teaches in excess of 21 che's, I require a formal student evaluation of all courses taught by that faculty member, even if such an evaluation is not regularly scheduled for that semester.

“NASM has accepted our practice and policy as being in compliance w/standards. Our piano area coordinator is an exception, because she is a part-time faculty member, who is paid by an ongoing budget line. Part of her load is private teaching. Students that don't successfully audition into her studio, are placed with one of our three other piano teachers. The bulk of our private vocal students are also taught by part-time faculty members. In every area- band, jazz, orchestra, choir, piano, and guitar- a full-time faculty member functions as the area director and supervises the part-time faculty assigned to that area. As an illustration, Scott Wilson, our Jazz Studies Director, teaches a full load, and has 5 private jazz students, a number that he feels like he can manage. He also supervises (as part of his load) three part-time faculty members who support that area, all of whom teach private jazz students who didn't make his studio.”

Professor Vance Larsen, Dean of Fine Arts (Director of the Horne School of Music)