Workload Policy
Department of Media Arts

As UNT Academic Workload Policy 06.027 states, "Workloads for individual faculty are assigned annually, to ensure that the unit meets its instructional responsibility while respecting the faculty member's academic goals." Workloads agreements (see the Appendix for a sample) are discussed with the Department Chair during annual review. Those discussions focus on performance over the past three calendar years as assessed by the Media Arts RPTC and the Media Arts Chair.

Standard Faculty Workloads

The Policy also states that "Generally, it is expected that a tenure-system faculty member will carry a balanced workload, though in certain cases a major focus on scholarship, on instruction, or on service is warranted. Percentage workload weights in each area of teaching, scholarship, and service must be assigned to allow all tenure-system faculty members to fulfill their role as members of the community by engaging in and pursuing a meaningful program of research and creative activity."

Table 1. Typical Faculty Workloads

Teaching Emphasis (Non-Tenureable Appointment)		
4/4 course load	80%	
Service	20%	
Teaching –Practice/Clinical/Co-Curricular (Non-Tenureable Appointment)		
3/3 course load	60%	
Co-curricular, Practice, Research, Clinical	20%	
Service	20%	
Teaching – Research/Creative Activity (Tenure System)		
2/2 course load	40%	
Research	40%	
Service	20%	
M.A. Grad Director, M.F.A. Grad Director, Associate Chair (Tenure System)		
2/1 course load	30%	
Research	40%	
Service	30%	

	Media Arts Department Chair	
Service	60%	
1/1 course load	20%	
Research	20%	

Workload Details and Alterations

At the Department Chair's discretion, individual faculty workloads can be altered based on productivity or performance in teaching, service, or research activities, as well as changing Departmental needs. Faculty should bring any requests for changes in workload percentages to the Department Chair for consideration.

Teaching:

The department requires faculty to show excellence in teaching, to be alert to improving their own abilities, to be able to speak to diverse students, and to impart the most recent information and cutting-edge knowledge. Additional teaching-related activities may increase the overall workload in teaching. Examples include (but are not limited to) teaching special problems courses at the undergraduate or graduate levels, membership in or direction of MA/MFA committees, and mentoring students with Honor's contracts. Each course taught equals 10% of the total teaching workload; all faculty members have the right to request workload adjustments with the departmental chair.

Research:

Research or creative activity in the department of Media Arts refers to the sustained and focused production of scholarship and/or completed media works. In all cases, such work must be disseminated via peer-reviewed venues. For media scholars this refers to the publication of books and essays by reputable/university presses and/or highly ranked academic journals. Media makers should seek to have their work peer reviewed at competitive festivals and conferences.

Service:

Service to the Department/College/University includes engaged participation in committee work, which can vary depending on the nature of the committee. It can include such duties as chairing a committee, serving as a member of a search committee, academic involvement in curriculum development, or helping with events that expose students to and allow their participation in professional and academic opportunities. Service to the Community/Profession includes contributions across multiple platforms and disciplines. Examples can include (but are not limited to) jurying creative work, peer-reviewing work for academic journals and presses, writing letters for outside tenure or program review, membership in academic and professional organizations that allows for showcasing and sharing the individual's expertise, membership on boards and committees of professional organizations, and engaging students in academic and professional outreach opportunities.

Appendix

Department of Media Arts
Workload Agreement
Fall 2020-Spring 2021

Faculty member:

Teaching:

Research:

Service:

_____ Date: _____

Faculty Member

_____ Date: _____

Chair