
Parsons Workload Policy

Fall 2009

→10/15: drafted by WPTF

10/22: vetted by PEC

Tentative Timeline:

10/22-11/19: vetted by PO

11/20: vetted by PFC

12/16: presented to PFA

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I. PRINCIPLES OF WORKLOAD POLICY

A workload policy, ratified by the administration and by Full-Time Faculty (FTF) governance bodies, supports individual faculty needs and goals as well as school objectives. It must be understood in conjunction with the promotion, reappointment and advancement process and with the faculty handbook, and may be subject to review and revision.

A successful Parsons-wide workload policy will be:

- Equitable (equal work receives equal credit across schools, programs, faculty)
- Flexible (varies according to faculty categories, leadership roles, individual goals)
- Supportive (designed to enable successful reappointment and promotion review)
- Transparent (verifiable by objective measures)
- Understandable (stated and implemented clearly)

II. DEFINITIONS

Contract Year: The standard FTF contract year is 9 months (approximately 39 weeks). FTF are expected to meet all teaching and service needs for 39 weeks out of every academic year. 36 weeks are determined by curricular requirements; the remaining weeks are determined through conversations between individual faculty members and school deans. See Appendix A for a sample calendar.

Work Week: Human Resources defines the work week for all full-time employees as 35 hours.

Workload Components: Three components constitute the workload of each FTF: (1) Teaching; (2) Service; and (3) Research, Scholarship and Creative Practice (RSCP). See Appendix B for definitions and examples of each component.

Workload Ratios: Workload ratios refer to the relative amounts of time per contract period accorded to each of the three workload components (i.e., Teaching, Service, RSCP).

III. RECOMMENDATIONS

A. Workload ratios will vary by faculty category and leadership role:

Recognizing that promotion, reappointment and advancement require faculty in different categories to demonstrate different types of achievement, recommended workload ratios aim to support faculty members' progress towards the goals associated with their categories. Variations in the ratios below are contingent upon contractual expectations, individual faculty needs and school objectives.

Recommended Workload Ratios by Faculty Status

	EE-Track	Tenure-Track	EE	Tenured	Term	Renewable Term Appointment
Teaching	50%	30%	40%	20%	0-100%	TBA
Service	30%	20%	40%	40%	0-60%	TBA
RSCP	20%	50%	20%	40%	0-100%	TBA

Workload ratios for FTF in leadership roles should be adjusted to reflect academic leadership demands. Additional accommodations (e.g., clock relief) may also be available.

Recommended Workload Ratios by Academic Leadership Role

	Dean	EE/Term Director / Chair	Tenure Director/ Chair	Coordinator
Teaching	0%	20%	10%	40%
Service	80%	60%	60%	40%
RSCP	20%	20%	30%	20%

B. Course Workload should be measured by standardized units:

To acknowledge and award equitable credit for the wide range of teaching activities performed by FTF, the University, in collaboration with the Parsons Executive Council, has developed a standardized course-workload assessment system of variable weights that reflect the time commitments required by various types of instruction. The current prototype is being tested by the full-time faculty and school administration. See Appendix C.

C. Workload should be assessed annually:

The school dean will annually assess individual faculty workloads against recommended workload ratios for the appropriate faculty category and role.

D. Workload should be adjusted as needed:

Annual assessments will serve as starting points for workload conversations between individual faculty members and their supervisors.

APPENDIX A. 9-MONTH CALENDAR AND VARIATIONS

1. Standard: Fall-Spring Calendar

FTF on a Fall-Spring calendar are expected to meet all teaching and service needs at the following times:

Weeks 1-2: 2 weeks before the first of Fall classes

Weeks 3-17: 15 weeks of the Fall semester

Week 18: 1 week following the Fall term to complete grading

Week 19: 1 week before the first day of Spring classes

Weeks 20-34: 15 weeks of the Spring semester

Weeks 35-36: 2 weeks after the last day of Spring classes

Weeks 37-39: 3 weeks to be scheduled before, during or after the academic year. To be determined by each faculty member in consultation with his or her school leadership. These weeks are flexible but not optional.

2. Variation: Photography MFA Program Calendar

FTF in the Photography MFA program are on a Spring-Summer calendar. Eight weeks of intensive summer teaching is equivalent to the traditional 15-week semester.

APPENDIX B. WORKLOAD COMPONENT EXAMPLES

Teaching activities include, but are not limited to:

- Teaching formal courses (e.g., studios, lectures, seminars, recitations);
- Performing curricular support tasks (e.g., grading, class preparation, student meetings, course development);
- Overseeing individualized study (e.g., independent studies, internships, graduate and undergraduate theses, graduate exams);
- Engaging in collaborative instructional activities (e.g., guest lectures, curatorial projects, thesis committees, overseeing teaching assistants);
- Faculty development (e.g., attending conferences and professional meetings, pedagogical research).

Service activities include, but are not limited to:

- Administration (e.g., coordinating curricular or extra-curricular programs; managing budgets; overseeing technical facilities; developing curricula; curatorial service);
- Committee work (e.g., internal committees: serving on school-based, divisional, or university-wide committees; external committees: serving on committees in professional organizations, editorial boards, granting or prize-giving bodies);
- Academic Advising (e.g., serving as academic advisor, faculty mentor);
- Evaluating (e.g., serving as peer reviewer, performing classroom observations).

RSCP activities include, but are not limited to:

- Innovation (e.g., methodological or technical advancements in faculty's field of research, scholarship or creative practice)'
- Discovery (e.g., research, development or collaboration in faculty's field of research, scholarship or creative practice);
- Documentation (e.g., recording processes or results of innovation and discovery);
- Dissemination (e.g., exhibitions, presentations, publications).

APPENDIX C. COURSE WORKLOAD MEASURES

Course Weight: 0.5

- Recitation: 0 or 3 credit recitation or lab sections; 22.5 hours per term.

Course Weight: 1.0

- Lecture/Seminar: 0 or 3 credits; paired with recitation or lab sections; 22.5 hours per term; presumes oversight of associated TA/TF/PTF leading recitation or lab sections.
- Lecture/Seminar: 0 to 3 credits; 30 to 51 hours per term.
- Studio: 0 to 3 credits; all manner of studio courses; 32 to 60 hours per term.

Course Weight: 2.0

- Lecture/Seminar: 2 to 7 credits; 90 hours per term.
- Studio: 0-10 credits; 90 to 135 hours per term; (or 45 hours per term in class+ equivalent time in individual critique).

Course Weight: 3.0

- Studio: 5 to 9 credits; 180 hours per term; SCE's core design studios.

Course Weight: 4.0

- Studio: 8 credits; 270 hours per term; offered by BFA Fashion.