**MUISC GUIDELINES FOR COMPLETING ANNUAL REVIEW (AR): LECTURERS**

**ANNUAL REVIEW (AR)**

**Part II**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Agreement On Faculty Workload Expectations For Academic Year

June 1, 20\_\_ - May 31, 20\_\_

[Note: Parts in red indicate COFAC guidelines. Parts in blue indicate MUSIC’S guidelines that further clarify the COFAC guidelines for MUSIC faculty. As you prepare this document, please make sure to remove all colored text in ***red*** and ***blue*** before submission to the Chairperson. Change any appropriate colored text to black that you wish to retain in the final document.)

**I. Teaching** **(percentage of workload: \_\_\_\_\_\_ %)** [8 courses = 80%; each course is 3 units.] (MUSIC: use credits to calculate total workload. Thus, a 4:4 load in Music = 12:12. 12 credits per semester for a total of 24 credits for the year in combination of all teaching and reassigned time.)

1. List all of the regular classroom teaching assignments planned for the 20\_\_-20\_\_ academic year.

Applied faculty calculations of lessons: .33 faculty workload = ½ hour weekly lesson; .67 faculty workload = hour weekly lesson; weekly masterclass = 1 credit of workload. List masterclass on a separate line on the table below i.e. MUSA 103.001. Do not include masterclass as part of your studio load. Combined studio teaching may be entered on one line i.e. MUSA 103-603.001 or as separate lines for each course number. Calculation method - (Take the total number of enrolled (or anticipated) student credits and multiply by .33 to determine the faculty workload ratio. i.e. 16 units/credits x .33 = 5.28. Round to the nearest whole number or nearest .33 or .67, in this example – 5.28 is rounded up to 5.33) Applied faculty should have plans for how to meet their workload *if* their projections of applied students do not meet these projections. Add rows to this table as needed by right clicking on the row and following the prompts to “insert.”

|  |  |  |  |
| --- | --- | --- | --- |
| Semester | Course #/Section | Course Title | Units |
| Fall 20\_\_\_ |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Reassigned time (see details under Service below) (if applicable) | Department Advisor, Division Leader, other assigned/approved administrative duties (or list other administrative role) |  |
|  |  | **Fall 20\_\_\_** | **Total = 12** |
|  |  |  |  |
| Spring 20\_\_\_ |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Reassigned time (see details under Service below) (if applicable) | Department Advisor, Division Leader, other assigned/approved administrative duties (or list other administrative role) |  |
|  |  | **Spring 20\_\_\_** | **Total = 12** |
| TOTAL |  | **AY 20\_\_\_- 20\_\_\_** | **Total = 24** |

[MUSIC **Lecturers**: List specific courses you plan to teach each semester even if the teaching schedule is not yet finalized at the time of your AR-II meeting. Given the complex nature of calculating faculty workload across our Department, all faculty are asked calculate workload in *credits* not *units*. i.e. MUSC 114 = 3. Thus, your total number for the year in combination of all teaching, scholarship and service needs to equal twenty-four (24) not eight (8). Any administrative reassigned time that has been approved by the chair and the dean should also be listed in the above table and referenced under Service below. Administrative reassigned time is included in the calculation of the total workload units/credits. You may spread any reassigned time across two semesters by indicating as such in each semester’s proposed workload.

B. Non-classroom assignments which will be part of your regular on-load teaching assignment (i.e., coaching, directorships, supervision of student teachers) for the 20\_\_-20\_\_ academic year. [Provide a brief narrative explanation for each.]

Thesis Supervision (if regular on-load) Field Experiences

Formal Student Activities Outside Class Time Practica

Student Teaching Supervision Distance Education

Program Directors & Coordinators Music Instruction

Department Chair/Assistant Chairs Performing/Visual Arts

Non-Credit Activities Grants & Contracts (if buys time)

Accreditation Visits/Self-Support Studies

Do not include: Directed/Independent Study and Internships (unless regular on-load\*); attending student recitals; maintaining office hours; attending department, college, or university meetings; attending convocation or commencement ceremonies; etc.

C. New instructional procedures which you plan to introduce this year (special projects, new courses and/or materials). Also include interdisciplinary, diversity, international and new technology projects, if appropriate.

Emphasize new, not “continuing…”

Note if interdisciplinary, diversity, international, or new technology

D. Advising (including number of students, whether majors, undeclared, or interdisciplinary students)

List number of students, whether majors, undeclared, or interdisciplinary.

[MUSIC **Lecturers**: Also indicate if you will serve as Department Advisor for which you receive load credit.]

**II. Scholarship (percentage of workload: \_\_\_\_ %)** [5%-15%]

Scholarship=”maintenance of disciplinary and teaching currency…through a program of reading, investigation, training, or presentation.”

Lecturers now need a minimum of 5% scholarship (and no more than 15%).

Provide narrative explanation. Do not use acronyms.

[MUSIC **Lecturers**: Include here any training you plan to pursue to enhance your teaching and student learning, such as attending or presenting at local, regional, or national conferences, taking workshops offered by the OAI, Webinars by professional organizations, seminars by the department, college, or university faculty learning communities, etc.]

[MUSIC **Lecturers**: Please organize your scholarship/creative activities by type with headers, i.e. **Performances; Publications; Presentations;** etc… use bullet points under each header to list details of the projects/research separately. For publications, show a complete list of authors for each scholarly work reported here; boldface your **name** in the list of authors. Describe the type, scope, and the stage of each project, e.g., IRB approval, data collection, conference (panel, paper), book chapter, creative activities, performance, journal submission, revise and resubmit, etc.]

**III. Service (percentage of workload: \_\_\_\_\_ %)** [5%-15%]

[For any of these activities which are part of your workload, please indicate.] [MUISC: reference any reassigned time listed under teaching here.]

Service “may include participation in planning and orientation meetings, committee membership, working with students beyond the classroom, or other activities as agreed upon with the chair.”

Lecturers need a minimum of 5% service (and no more than 15%). Provide narrative explanation. Do not use acronyms. Use the three listed categories (below). For community service, please include only those that are relevant to your profession.

Community:

Profession:

[MUSIC **Lecturers**: examples include holding a leadership role in a regional, national, international music organization; leading a music competition outside of the university; serving on an arts related board, serving as an editor for a journal etc…]

University (all levels):

[MUSIC **Lecturers**: Indicate these service components as either *Department, College, University* service.

Directed/Independent Study (if off-load)\* Mentoring Faculty/Students

Internships (if off-load)\* Auditions

Concert Series

\* Directed/Independent Study and Internships should be listed as service if: (1) you are being paid as off-load and (2) you are supervising 24 or fewer units.

[MUSIC **Lecturers**: Correlate any reassigned teaching time to administration that you indicated above in this section. Specify the scope of activities for each service and any reassigned time. Basic responsibilities for all faculty do not need to be included here. Basic faculty responsibilities include such activities as maintaining office hours; attending unit meetings or department meetings; attending new faculty orientations for yourself, attendance at convocations or commencement ceremonies; completing classroom visits for fellow faculty as part of the PTRM process.]

SIGNATURES:

Faculty Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean of College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_