



Music Faculty Loading Guidelines

Introduction

Institutions use a variety of methods for calculating teaching loads. The choice of method is the prerogative of the institution. 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. Additionally:

1. 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 clock hours per week; for private studio instruction, approximately 18 clock hours per week;
2. Music faculty teaching only classroom/seminar courses should have their load determined in the same way as faculty in other departments of the institution; and finally,
3. 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.

Music Faculty Loading Formulae

The following direct assumptions and considerations are inherent in the Ksu Music Faculty Loading Formulae:

1. As a small department, primary accommodations must be implemented to ensure that matriculants are provided ample opportunities to pursue and timely complete the required curricula;
2. The standard required rate for maintenance of non-applied/studio courses is an enrollment of a minimum of 10 students;
3. The program may exercise various and additional loading prerogatives in such cases that the minimum threshold of 10 students is not met, including proration;
4. The standard faculty load for traditional lecture/ensemble courses is 12 credit hours.
5. The standard load for faculty with applied music responsibilities is 15 credit hours.
6. Loading for lecture classes is determined by the University's general loading formula, i.e. 3 credit hours of lecture equates to 3 credit hours of faculty load;
7. Applied Studio lessons, ensemble direction and laboratories are weighted on a 2:3 ratio (two hours of classroom instruction is equated with three hours of studio instruction).

The following table provides examples and various scenarios that demonstrate the application of these formulae:

Type Course	Contact Hours	Load Credit	Prerogatives
Lecture	3	3	Standard
Lecture	3	1.5 credit hours	The course enrollment totals 5 students or 50% of the required minimum, none are graduating Seniors
Minor Applied Studio	.50	.34 x 4 (the number of enrolled students) = 1.36 credit hours	Standard
Major Applied Studio	1	.67 x 4 (the number of enrolled students) = 2.68 credit hours	
Laboratory	2	.67 x 2 (actual contact hours) = 1.34	
Ensemble	5	.67 x 5 (actual contact hours) = 3.35 credit hours	
Ensemble	5	.67 x 5 (actual contact hours) X .50 = 1.67 credit hours	The course enrollment totals 5 students or 50% of the required minimum, none are graduating Seniors