

**UMKC Conservatory of Music and Dance**  
**Tenure-line Faculty Load Policy**  
**Endorsed 3-2-10**

This policy provides guidelines for the expected distribution of professional activity that allows for the full and varied contributions of Conservatory faculty members, and leads to an intellectual and artistic environment of distinction. The Conservatory of Music and Dance expects all tenure-line faculty to contribute in the areas of teaching, recruitment, program building, research/creative activity, and service.

Teaching responsibilities require all faculty to share equitably in the Division's and Conservatory's curricular instructional obligations. These include a broad range of undergraduate degree programs, master's degree programs, doctoral degree programs, and an Interdisciplinary PhD. Thus, faculty will contribute in teaching undergraduate and graduate courses, independent studies, thesis and doctoral supervision, recital supervision, student advising/mentoring, and curriculum development.

All tenure-line faculty within the Conservatory are expected to be involved in scholarship and creative activity that will serve the arts of music and dance. Productivity in this regard will be measured by the quality, quantity and breadth of scope of activity.

All tenure-line Conservatory faculty are expected to contribute in service activities that may include participation standing and ad hoc committees within the Conservatory and University, leadership roles in professional organizations, and application of academic and artistic expertise to the community.

Conservatory Tenure-Line Faculty Load Guidelines

1. The University of Missouri Curator's Workload Policy (Collected Rules and Regulations 310.080) and the guidelines established by the Provost set an average instructional responsibility of 9 credit hours per semester and 180 student credit hours per year. Significant deviations from this standard require a waiver from the Dean confirmed by a written document signed by the individual faculty member, the Division Chair and the Dean.
2. The annual merit review process for tenure-line faculty will be based upon the individual faculty member's specified load allocation to teaching, research/creative activity, and service. This allocation will be either a standard distribution of 40% teaching, 40% research/creative activity, and 20% service or an otherwise agreed upon allocation specified in a waiver agreement (see #1 above).
3. A full teaching load for tenure-line faculty teaching classroom, seminar and ensemble courses is 9 credit hours per semester. In cases where credit hours for these courses are less than actual contact hours required, the contact hours will determine faculty load credit.
4. A maximum teaching load for tenure-line faculty teaching applied lessons is 18 contact hours per semester that will include applied students consistent with enrollment management goals, and may include a one hour for studio class, and chamber music coaching and/or coordinating and other teaching as determined by

- the needs of the Conservatory. Specific loads for applied faculty will be negotiated between individual faculty members, the Division Chair and the Dean.
5. A full teaching load for tenure-line faculty teaching dance lecture/seminar is weighted with studio teaching on a 1:2 ratio, that is, one hour of classroom instruction is equated with two hours of studio instruction as recommended by the National Association of Schools of Dance. Load credit is determined by the Conservatory recommendation of 9 credit hours per semester or 18 contact hours. Ensemble rehearsals and production direction will receive a credit of one hour of studio instruction comparable to applied faculty with chamber music loads.
  6. The standard instructional assignment includes class-related instructional activities, and does not distinguish between undergraduate and graduate courses. Serving on thesis or dissertation committees or academic advising are valued as important aspects of teaching, but are not typically used as the regular component to satisfy the standard instructional assignment. Similarly, applied faculty are expected to include studio-related instructional activities such as recital supervision, juries and auditions as part of their regular teaching responsibilities. In cases where faculty have unusually large responsibilities (e.g., high enrollment classes, exceptional doctoral student advising or supervision of graduate recitals or graduate research projects and dissertations) related to in- or out-of-class instructional activities, a reduction in teaching load may be assigned in consultation with the Division Chair and the Dean.
  7. The Conservatory is committed to nurturing junior faculty. In this spirit, every effort will be made to assess and accommodate the individual needs of pre-tenured faculty balanced with the needs of the Division/Conservatory. In some cases, the standard for tenure-line Conservatory faculty for the first three years of the probationary period may be reduced on an individual basis to allow for individual productivity.
  8. Conservatory tenure-line faculty members accepting administrative posts are granted load credit in accordance with a formal document agreed upon between the Dean of the Conservatory and the faculty member. This adjustment in the standard distribution of faculty responsibilities (see #3 above) will be variable and typically applied in the cases of Chamber Music Coordinators, Area Coordinators, Faculty Chair, Division Chairs, and Assistant or Associate Deans.
  9. The Conservatory values service in its many forms both within and outside the unit itself. Opportunities include faculty governance, standing and *ad hoc* committees. Additionally, faculty members are expected to pursue individualized efforts and projects that promote and serve the greater mission of the Conservatory. All Conservatory tenure-line faculty are expected to recruit, retain, and guide students to degree completion. This responsibility will include active, focused recruitment activities, participation in admissions assessments including auditions and appropriate testing and interview processes.

These guidelines serve to establish clear and equitable expectations for Conservatory tenure-line faculty. Variations may be negotiated among the faculty member, Division Chair, and the Dean to accommodate the best interests of the Conservatory at any given time. These variations can be addressed on a continuing basis to allow for both temporary and long-term interests of the faculty member, the curricular program, and the Conservatory-at-large. All variations will be formally documented in writing to include specific expectations for a

designated period of time, and signed by the faculty member, the Division Chair and the Dean of the Conservatory. The responsibility for assigning teaching loads rests with the Dean in close consultation with individual faculty members, area coordinators and Division Chairs. The process of assigning teaching loads, however, is expected to be consistent across the Conservatory, aligned with guidelines specified below, and should be reviewed annually.