

The Wonsook Kim College of Fine Arts Workload Policy 2025-2028 ISU/UFISU Agreement

I. Introduction and Purpose

The Wonsook Kim College of Fine Arts is committed to fostering the vitality of its schools, service units, and centers while ensuring that students experience a curriculum and accompanying co-curricular engagements that are coherent, collaborative, and reflective of contemporary practice. By establishing guidelines that are consistent with the University Workload Policy (UWP) and that comply with the 2025-2028 ISU/UFISU Collective Bargaining Agreement (CBA), the College Workload Policy (CWP) serves as a foundation for the College's academic and operational commitments. Each school, in turn, shall have a workload policy that is consistent with these CWP guidelines.

The College Workload Policy is designed to promote consistency, balance, and accountability in the assignment of full-time tenured and tenure track faculty responsibilities across the College. This framework also plays a critical role in supporting early-career faculty. Each faculty member's workload will consist of assigned activities in each of the areas of teaching, service, and creative-scholarly pursuits, unless otherwise mutually agreed between a faculty member, their school director, and the dean.

Recognizing that a diversity of accredited degree programs lies at the heart of the College's core academic mission, curricular and co-curricular priorities as outlined within national accreditation standards must guide school-level workload guidelines in the Departmental Workload Policy (DWP). At the same time, the College values the diverse creative intersections that occur across disciplinary boundaries. Sustaining both depth within the disciplines and breadth within collaborative, cross-disciplinary opportunities while attending to national accreditation standards require intentional planning. School directors are expected to work within their units, across the schools, and with the dean to align assigned activities accordingly.

II. General Workload Information

A 1.0 full time equivalent workload is twenty-four (24) Credit Hour Equivalents (CHEs) (or equivalent contact hours) annually along with routinely expected professional obligations (CBA 30.02.A). The school director (or designee), under the direction of the dean (or designee), is responsible for prioritizing and assigning duties, responsibilities, and teaching schedules (including adjustments for reassigned time, if any) consistent with their assessment of program needs and available resources and in compliance with Article 29 of the CBA. Additionally, all faculty engaged in sufficient scholarly and creative productivity and assigned institutional and departmental service responsibilities shall not be assigned more than eighteen (18) credit hours (or equivalent contact hours) per academic year for teaching and routinely expected professional obligations. For the purposes of workload, sufficient scholarly and creative productivity means the faculty member can provide evidence that demonstrates continued effort on and progress towards creating and disseminating scholarly and/or creative work in their field. Directors, with approval from the dean (or designee) may assign faculty fewer than eighteen (18) credit hours (or equivalent contact hours) to allow faculty members to pursue other activities that support the

University mission and the goals and needs of the school or equivalent unit. Teaching workload assignments may be defined in terms of credit hours or contact hours. The specific formula based on contact hours must align with national accreditation standards and be specified in the applicable Department Workload Policy (DWP).

Routinely expected professional obligations for tenured and tenure track faculty in the Wonsook Kim College of Fine Arts include but are not limited to:

- Holding office hours for assigned courses
- Assessing and evaluating assigned courses
- Submitting grades
- Designing, updating, and coordinating course materials
- Supporting the dissemination of ‘student reactions to teaching performance’ evaluations
- Attending college and department/school faculty meetings
- Supervising independent studies, directed research, and/or honors projects
- Mentoring students, including writing recommendations/serving as references
- Monitoring and evaluating assigned Graduate Teaching Assistantships (GTA) and Graduate Research Assistantships (GRA)
- Engaging in disciplinary professional development
- Attending commencement ceremonies
- Supporting alumni, recruitment and retention efforts.
- Updating online university faculty profile
- Preparing materials for annual evaluation
- Supporting the mentorship of new TT Faculty
- Supporting Program Review, Assessment, and Accreditation efforts
- Monitoring and responding to official university/college/school communications throughout the entire calendar year (12 months). Timely responsiveness to communications during the summer months is appreciated. However, it is understood that reasonable delays may occasionally occur within the period designated as summer on the university calendar.

While faculty engagement in these activities is an important aspect of general workload, the specific balance and combination of responsibilities will naturally vary based on individual roles and circumstances, ensuring alignment with professional expectations and institutional priorities. This flexible approach is intended to remain focused on fostering a supportive, collaborative environment that values mutual understanding, balance, and consistency across the College.

No faculty will be assigned more than 24 CHEs (or equivalent contact hours) per academic year. Teaching, research and service activities undertaken beyond the mutually agreed-upon 24 CHE (or equivalent contact hours) will be considered voluntary, uncompensated work unless otherwise contracted by the Wonsook Kim College of Fine Arts dean (or designee). No excess CHE (or equivalent contact hours) will be carried forward into subsequent academic years.

III. College Teaching Workload Credit Equivalencies

Each school is responsible for offering coursework that provides timely progress toward degree, meets accreditation and licensure requirements, and contributes to the general education program and service courses related to teacher education and licensure. This includes maintaining consistent course rotations, block scheduling, ensuring access to required offerings at expected enrollment levels, providing necessary seats to general education and teacher education service courses, and allocating available instructional resources to support both established and emerging programs.

Course capacities and section sizes are separate considerations. Course maximum capacities will be determined by the dean (or designee).

Large section in the Wonsook Kim College of Fine Arts is defined by individual schools with approval from the dean (or designee). In situations where student enrollment is above the school-defined large section, the following applies:

- 1 CHE if course enrollment is 1-33% above the defined threshold
- 2 CHEs if course enrollment is 34-66% above the defined threshold
- 3 CHEs if course enrollment is >67% above the defined threshold, not to exceed 3 per course.

Small section below standard minimum enrollment levels (minimum enrollment as defined by individual schools with approval from the dean (or designee)): CHEs based on the percentage of standard minimum enrollment level (e.g., if the minimum enrollment in a 3-credit hour course is 10 and there are 5 students enrolled, then the instructor would earn 1.5 CHEs for the course). This only applies for courses which would otherwise be cancelled due to low enrollment. This may only be undertaken by mutual agreement between a director and faculty member. The director can still choose to cancel the course after approval from the college dean (or designee).

Overload teaching assignments must be approved by the dean (or designee), in consultation with the school director. Faculty with approved overload assignment contracts must continue to fulfill other assigned duties, routinely expected professional obligations, service, and creative-scholarly productivity.

IV. Special Teaching Workload Considerations

Faculty in the Wonsook Kim College of Fine Arts may have teaching responsibilities that extend beyond the boundaries of a single school within the College. These assignments include but are not limited to courses in interdisciplinary programs, team-taught courses, cross-listed offerings, joint appointments, contributions to international education, or contributions to educator

licensure and certification programs. To ensure balance and consistency across the College, the dean (or designee) and the faculty member's director must approve these assignments.

V. Creative-Scholarly Productivity

Faculty are expected to maintain active engagement in scholarship appropriate to their rank and career stage. Further delineation may be found in departmental workload policies and ASPT documents. Both externally and internally funded research may denote a reduction in semester CHE load with the approval of the dean (or designee). For each credit hour reduction, the funding must cover the faculty members' time and fringe benefits (See also Section II. General Workload Information above).

VI. Service Workload Credit Hour Equivalents

Faculty are expected to equitably engage in service at the school level as part of routinely expected professional obligations to the operations of the school. Further delineation of standards and expectations for service requirements may be found in the departmental workload policy.

Service assignments with variable workload commitments must be approved by the dean (or designee), in cooperation with the director. Examples include, but are not limited to:

- College level committees determined by description of the activities and prescribed time commitments.
- Graduate Coordination duties and service credit – Determined by size and scope of the school, description of the activities, and overall need.
- Assistant/Associate Director duties and service credit – Determined by size and scope of the school, description of the activities, and overall need.
- Supervisor/Director of a Center duties and service credit – Determined by size and scope of the center, description of the activities, and overall need.

For college-level ad hoc committees, committees that do not regularly meet or have routine assigned duties, and/or new committees, the dean (or designee) shall offer service credit in CHEs for that particular service commitment. This service shall be by mutual consent.

The dean (or designee) may set a limit on the maximum number of CHEs for these service assignments but shall be required to specify that limit prior to the beginning of the assignment. The dean (or designee) may expand this limit. Faculty members undertaking such assignments shall not be required to complete additional work upon reaching this limit. In cases where a committee's work is incomplete, any remaining issues will default to the discretion of the dean (or designee).

Any reassignment of teaching should be in the categories of service or research, as articulated in the UWP. However, in rare circumstances in which a reassignment of teaching might be warranted, it must be pre-approved by the School Director and dean (or designee). No faculty member may be assigned college level service without their consent. The dean (or designee), in cooperation with the school director, may set a limit on the maximum number of CHEs for

college service assignments but shall be required to specify that limit prior to the beginning of the Academic Year and to provide notice to the committee.

Accepted by Wonsook Kim College Dean 17 September 2025

2025 CWP Committee Members

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