

Workload Assignment Guidelines

Department of Interior Architecture . UNCG

A goal in the Department of Interior Architecture (IARc) is to maintain among the faculty an equitable distribution of the work of the department while acknowledging the needs of individual faculty in their roles as teachers, scholars, and active community members. The departmental guidelines for workload and teaching assignments are in compliance with the guidelines established by the University of North Carolina at Greensboro except as negotiated with the Dean of the College of Arts and Sciences (CAS) and noted in this document.

In IARc, the general workload expectation for all tenured and tenure-track faculty is 60% teaching, 30% research, and 10% service per academic year. The typical and expected teaching assignment for tenure-track and tenured faculty members, regardless of rank, is a course load that is the equivalent of three 3hr courses or nine hours per semester. This is accomplished generally with one 6hr studio and one 3hr support course assignment. This teaching load combined with departmental expectations for service and active scholarship of both tenure-track and tenured faculty members is equivalent to the university expectation of a "24 semester hour workload per academic year that includes 6 hours for research and creative scholarship" (Section VI.C.2.a., Faculty Workload Guidelines, 2015).

For fulltime faculty members at the rank of lecturer or academic professional, the normal teaching load is four 3hr courses or their equivalent per semester.

Arrangements may be made to depart from these departmental expectations through course reductions to accommodate, for example, course buyouts or increased service commitments such as managing the accreditation review or serving as a director of the Center for Community-Engaged Design or of Computer-Aided Making (CAM), as a coordinator of the Internship or of Undergraduate programs, or as the Director of Graduate Studies. Assistant professors in their first year may be granted a course release when funding is available from the Dean of CAS to cover the instructional needs of the department. In addition and with support from CAS, assistant professors may have a semester-long research assignment in the fall or spring semester following a successful 3yr reappointment review. One additional circumstance that may affect course reductions is consideration of faculty members' work with graduate students as major advisors, committee members, or one-on-one instructors of IAR502 Advanced Interior Architecture II, IAR602 Advanced Interior Architecture III, and IAR631 Environmental Design Research.

Under typical circumstances, course reductions will result in a release from no more than one course per year for an individual faculty member. Exceptions including administrative assignments, buyouts of time through grants or contracts, or assistant professors on research assignment may result in additional course reductions. Course reductions for IARc faculty will be reviewed annually by the dean.

Previously to the deadline for posting the fall and spring course schedules, the Chair will discuss with each faculty member the proposed teaching workload for the coming semester and, when possible, for the coming year. Both the faculty member and the Chair will sign and/or initial as appropriate the IARc Faculty Workload Assignment Form.