

---

## Academic Unit Faculty Workload Policy

---

**Academic Unit:** Department of Visual and Performing Arts

**Responsible Official:** Department Chair

**Version:** 1.0

**Policy Effective Date:** 6/5/26 pending stage II  
(research buyout and production policies being approved)

### 1.0 Introduction

This policy outlines the approach to assigning and managing faculty workload in the Department of Visual and Performing Arts (VPA) at Saint Louis University (SLU). This policy aims to be consistent with the [College of Arts and Sciences \(CAS\) Workload Policy](#) and SLU's [Faculty Workload Policy](#). Faculty responsibilities and workloads are assigned by the department chair in consultation with the faculty and reviewed and approved by the dean. This policy emphasizes equitable distributions, aiming to avoid biases in workload assignments related to gender, race, and other aspects of identity.

The professional goals of faculty members are diverse, which the Department embraces, values, and encourages as fundamental drivers of faculty hiring and professional well-being. The diversity of faculty members' professional goals shall inform the distribution of work for individual faculty, as determined by the chair in consultation with each faculty member, but shall not guarantee that faculty professional goals or input on workload will be manifested in all workload assignments. The broader needs/priorities of the department, as well as those of the College as (determined by the Dean) and University as a whole, (as determined by the Provost), shall take precedence. This policy recognizes the Department's organizational complexities and financial constraints and prioritizes its commitment to serving students.

As a key contributing member of SLU, a Jesuit research university, VPA is committed to faculty excellence in:

- teaching
- scholarship, research, and creative endeavor
- service to the University
- professional service
- public service to local/regional/national/global communities
- administration

The policy:

- covers all individual contracts, College policies, and workload assignments.
- promotes a diverse distribution of workloads while maintaining fairness, helping to prevent faculty from becoming overburdened.
- is not prescriptive about the amount of work but provides guidelines for the fair distribution of work

## 2.0 Governing Principles

The faculty in the Department of Visual and Performing Arts contributes to the mission of Saint Louis University through Teaching, Research/Creative Endeavor, and Service. This policy is grounded in the following principles:

- **Commitment to Excellence:** VPA is committed to excellence in teaching, research/scholarship/creative endeavor, service, and when applicable, administration and community-engaged work.
- **Flexible Distribution:** Workload assignments vary based on faculty category, qualifications, level of expected contribution in different workload areas, and departmental/program needs. This flexibility allows the chair and program coordinators to develop procedures that create transparent and adaptable expectations around which faculty workload is assigned.
- **Equity and Fairness:** Workload distributions should be equitable, ensuring fair evaluation and opportunities for merit increases and promotions.
- **Commitment to Service:** The College expects its faculty to participate in service and actively work to support the academic environment for students and faculty. This work should show consistent and sustained dedication.
- **Support for Diversity:** Like the College, VPA recognizes faculty who are disproportionately involved in service roles and aims to balance this while valuing their contributions.
- **Engagement:** All faculty are expected to be engaged in the life of the University by participating regularly in faculty meetings (at multiple levels), academic ceremonies, and convocations (college- and university-level). These are expectations of employment (not service) for all faculty.
- **Respect for “Faculty Lifecycle” Evolution:** Faculty workload assignments should reflect the evolution of faculty interests and abilities driving their various work commitments (teaching, research, service, etc.).

## 3.0 Scope

This policy applies to all faculty assigned to Visual and Performing Arts under the CAS Dean’s oversight.

## 4.0 Definitions

**Workload Unit:** A single workload unit represents the amount of work required for the successful conduct of one credit hour of teaching (as defined in the [University Faculty Workload policy](#)) in a given discipline.

**Teaching-Intensive:** Teaching-Intensive Faculty workloads are those comprised either exclusively or nearly exclusively of responsibility for teaching. Under University policy, faculty under this designation typically are assigned workloads featuring:

- 21-24 workload units of teaching
- 0 workload units of research/scholarship/creative endeavor
- 0-3 workload units of service/clinical/administrative activities

**Teaching and Scholarship/Research:** Teaching and Scholarship/Research Faculty workload designations are those comprised primarily of teaching but affording substantive work time for an active pattern of engaged

scholarship/research/creative endeavor. Under University policy, faculty under this designation typically are assigned workloads featuring:

- 15-20 workload units of teaching
- 4-7 workload units of research/scholarship/creative endeavor
- 0-3 workload units of service/clinical/administrative activities

**Scholarship/Research-Intensive:** Scholarship/Research-Intensive Faculty workload designations comprise roughly equally distributed responsibilities for teaching and scholarship/research/creative endeavor; however, this designation contemplates a level of sustained, peer-reviewed scholarship/research/creative endeavor (including associated outcomes/impact) consistent with professional- or discipline-specific R1 standards. Under University policy, faculty under this designation typically are assigned workloads featuring:

- 10-14 workload units of teaching
- 10-13 workload units of research/scholarship/creative endeavor
- 0-3 workload units of service/clinical/administrative activities

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Teaching Intensive                                                                                    | Teaching and Scholarship                                                                                                                                                                                                                                                                        | Scholarship/Research                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A faculty member in <b>THEATRE &amp; DANCE</b> may be engaged in scholarly and/or creative research activities leading to the presentation of papers, lectures, or workshops at professional theatre, dance, or other performing arts conferences; research leading to publication in peer-reviewed/scholarly journals or book-length projects, or in scholarly or professional activities such as organization of conferences, conference sessions, or lectures; scholarly article- or book-length projects; submission of articles, books, or book proposals for review; or preparation for and/or execution of creative production related to professional productions, publications, or socially engaged works. | Research should be ongoing and should average zero to four significant works over a four-year period. | Research should be ongoing and should average five to seven significant works over a four-year period. The publishing of one peer-reviewed/scholarly article carries the weight of two research activities. The specific type of work will determine the measurement for satisfactory outcomes. | Research should be ongoing and should average eight significant works over a four-year period. The publishing of one peer-reviewed/scholarly article carries the weight of two research activities. The specific type of work will determine the measurement for satisfactory outcomes. |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>A faculty member in <b>STUDIO ART</b> may be engaged in Research/Creative Endeavor that is ongoing and may include scholarly activities leading to the presentation of workshops or lectures at professional art conferences; preparation for and exhibition of artwork in juried, invitational, or solo shows; preparation or presentation of socially engaged works; and graphic design. The specific type of activity will determine the measurement of acceptable outcomes.</p>                                                                                                                                                                                                                                                                                                                                                                                           | <p>A teaching-intensive faculty member will maintain the level of productivity by accruing a total of zero to four creative or scholarly activities over a four-year period.</p>                                               | <p>A research-active faculty member will maintain the level of productivity by accruing a total of five to seven creative or scholarly activities over a four-year period. The specific type of activity will determine the measurement of satisfactory outcomes.</p> | <p>A Teaching and Scholarship/Research faculty member will maintain the level of productivity outlined in the FPA tenure and promotion guidelines required for attaining tenure by accruing a total of eight or more creative or scholarly activities over a four-year period.</p> |
| <p>A faculty member in <b>MUSIC</b> may be engaged in scholarly activities leading to the presentation of papers or lectures at professional Music conferences; research leading to publication in peer-reviewed/scholarly journals or edited volumes; scholarly article- or book-length projects; submission of articles, books, or book proposals for review; preparation and presentation of professional group or solo performances or productions; or composition, arranging, editing or other appropriate creative or scholarly endeavor. As an equivalent to two annual preparatory activities, a research-active faculty member may publish one peer-reviewed/scholarly publication or prepare/perform/compose a larger work in any year of the same four-year period. Research/Creative Endeavor productivity should be ongoing; the specific type of activity will</p> | <p>The expectation of a Teaching-Intensive faculty member is to average zero to one significant scholarship, research, and/or creative endeavors per year or achieve zero to four total endeavors over a four-year period.</p> | <p>The expectation of a research-active faculty member is to average one to two significant scholarship, research, and/or creative endeavors per year or achieve five to seven total endeavors over a four-year period.</p>                                           | <p>The expectation of a Teaching and Scholarship/Research faculty member is to average two significant scholarship, research, and/or creative endeavors per year or achieve eight total endeavors over a four-year period.</p>                                                     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| determine the measurement of satisfactory outcomes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                        |
| A faculty member in <b>ART HISTORY</b> may be engaged in an average of <u>at least one</u> to four scholarly activities within a four-year period leading to publications or exhibitions. These activities include, but are not limited to, the presentation of papers or lectures at conferences or symposia; research for the publication of peer-reviewed/scholarly articles, essays, chapters, catalogs, or book-length projects; submission of articles, books, or book proposals for review towards publication; reviews of exhibitions and books; scholarly/professional activities such as organization of conferences, conference sessions, or lectures; professional projects in digital media; or curatorial activities resulting in museum lectures or exhibitions. Research/Creative Endeavor productivity should be ongoing; the specific type of activity will determine the measurement of satisfactory outcomes. | A teaching intensive faculty member is engaged in an average of <u>at least one</u> to four scholarly activities within a four-year period leading to publications or exhibitions. As an equivalent to two annual preparatory activities, a Teaching-Intensive faculty member may publish or curate zero to one peer-reviewed/scholarly publication or exhibition in any year of the same four-year period. | A Scholarship/Research faculty member is engaged in an average of at least five to seven scholarly activities within a four-year period leading to publications or exhibitions. As an equivalent to two annual preparatory activities, a research-active faculty member may publish or curate one peer-reviewed/scholarly publication or exhibition in any year of the same four-year period. | A Scholarship/Research faculty member is engaged in an average of at least eight scholarly activities within a four-year period, leading to publications or exhibitions. As an equivalent to two annual preparatory activities, a research-active faculty member may publish or curate one peer-reviewed/scholarly publication or exhibition in any year of the same four-year period. |

Given the College’s high expectations that faculty participate in regular and sustained service activities, an assignment of 1 to 2 workload units of service for Scholarship/Research-Intensive Faculty is most typical. Exceptions to this would be faculty who take on significant service obligations to the University, the profession, or the community. Although the balance of teaching, research/creative endeavor, and service will vary from week to week, one workload unit of service would be consistent with an average of 1.7 hours spent on service in a work week.

Note: All faculty (a) on the tenure track and (b) maintaining satisfactory progress toward the earning of

tenure must be assigned workload consistent with the Scholarship/Research-Intensive designation above until tenure status has been finalized. The CAS Dean may request exceptions to this stipulation from the Provost.

## 5.0 Faculty Workload Requirements

Faculty workload is measured in workload units, with a standard of 24 units per academic year for a 9-month contract. Longer contracts have proportional requirements. The level of workload contribution will be determined by the department chair in consultation with the faculty member (and reviewed and approved by the dean) as part of the workload allocation process.

**5.1** Workload units encompass all faculty activities (i.e., teaching, research, service, and, when applicable, administration, and clinical work) and can vary by unit, discipline, and other factors.

**5.1.a Teaching:** Typically includes student advising and mentoring, course design, instruction, and grading, except in cases where faculty freely choose to plan and teach courses outside their 24 units (e.g., in summer and/or winter terms). In some units, it may also include coordination of multi-section courses.

Typically, the number of Credit Hours awarded for the course is equal to the number of Contact Hours in the classroom per week. There are several exceptions to this typical definition:

|                   |                                                                                                                                                                                                                                                                                                            |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Independent Study | 0.25 Workload Units (for up to a 3 Credit Hour Class) with Chair Approval                                                                                                                                                                                                                                  |
| Directed Study    | 2 Workload Units (for a 3 credit Hour class that meets for 3 or more contact hours per week). Typically, a Directed Study class has 1-4 students and is required for the major or minor so cannot be canceled. Its contact hours, preparatory time, and student engagement are equal to a standard course. |
| Internship        | 0.25 Workload Units (for up to 3 Credit Hours)                                                                                                                                                                                                                                                             |

In some courses, the number of Credit Hours awarded for the course is less than the number of Contact Hours in the classroom per week. Some examples of this are Applied Music, Music Ensembles, Theatre Practicum, and Studio Art courses. Some examples are:

### Music

**Applied Music** Instructor workload will be determined by applying a formula defined by the National Association of Schools of Music Standard (3 credit hours=1.5 contact hours=1 Workload Units)

| Credit Hours | Contact Hours | Workload Units |
|--------------|---------------|----------------|
| 1            | 0.5           | 0.33           |
| 2            | 1.0           | 0.66           |

|   |     |      |
|---|-----|------|
| 3 | 1.5 | 1.00 |
|---|-----|------|

**Direction of Ensembles** (Students may take ensembles for 1-0 credit hours)

| Ensemble Size                      | Contact Hours | Workload Units   |
|------------------------------------|---------------|------------------|
| Small Ensemble 4-12 Students       | 3             | 2 Workload Units |
| Large Ensemble 13 or more Students | 3             | 3 Workload Units |

**Music Director or Vocal Coach for University Theatre Production.**

1-3 Workload units depending on the time commitment.

Music faculty acting as Music Director or Vocal Coach for a University Theatre production receive 1-3 Workload Units assigned to Teaching or Research/Creative Endeavor, based on the nature of the work.

**Theatre**

Non-classroom-based workload units in the following areas will be assigned as follows either to Teaching or Research/Creative Endeavor, dependent on the nature of the work, in consultation with the Program Director and the Chair:

| Role                                                                                                                                                                                           | Scope                   | Workload Units       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------|
| Fight Choreographer                                                                                                                                                                            | Full Production         | 1 Workload Unit      |
| Vocal Coach, Dialect Coach, Dramaturg or Choreographer                                                                                                                                         | Full Production         | 1-2 Workload Units   |
| Director or Sound Designer                                                                                                                                                                     | Full Production         | 1-3 Workload Units   |
| Costume Designer, Scenic Designer or Lighting Designer                                                                                                                                         | Full Production         | 1.5-3 Workload Units |
| Scenic, Properties or Sound Designer; or Technical Director (Design and Execution)                                                                                                             | Full Production         | 3 Workload Units     |
| In cases where the Duties of a Designer are separated (because there is a student designer for a Season show, etc., or because of a division of duties among Theatre & Dance faculty and staff |                         |                      |
| Technical Director                                                                                                                                                                             | Separated Design Duties | 1-2 Workload Units   |
| Costume or Scene Shop or Scene Shop manager                                                                                                                                                    | Separated Design Duties | 1-2 Workload Units   |
| Master Electrician, Draper, Scenic Designer, Properties Master, or Scenic Charge                                                                                                               | Separated Design Duties | 1-2 Workload Units   |
| Sound Designer or Technician                                                                                                                                                                   | Separated Design Duties | 0.5-1 Workload Units |

**Note**

‘Costume Designer’ position responsibilities (per Season production) include design & construct costumes and manage costume shop for production.

‘Scenic Designer’ position duties (per Season production) include drafting design, overseeing build, painting scenery, and serving as Props Master.

‘Lighting Designer’ position responsibilities (per Season production) include design lighting and video/projection, serve as Master Electrician, oversee hang and focus, and manage, acquire, and inventory lighting equipment.

‘Sound Designer’ position duties (per Season production) include designing sound, building sound design in Qlab, and serving as Sound Technician.

**5.1.b. Research/Scholarship/Creative Endeavor:** Typically includes research, publications, creative works, grants, and community-based scholarship.

**5.1.c. Service:** Service: Typically includes contributions to professional and/or community service, as well as contributions to the faculty member’s department, the College, and/or the University.

**5.1.d. Administration:**

- The Department Chair will meet all responsibilities as outlined in The Faculty Manual of Saint Louis University and will undertake other appropriate initiatives in support of the Department. Workload distribution for a faculty member accepting the position of Chair will be arranged with the Dean of the College.
- As the Department of Visual and Performing Arts is comprised of four distinct degree-granting programs, it is usual to have an Associate Chair. The Associate Chair will undertake various duties in support of the Department, which may include assessment, academic/resource fairs, and VPA events. The CAS Administrative and Extraordinary Service Roles document outlines workload expectations for this and other administrative positions in the Department.

**5.2** Any assignment exceeding the required workload units is considered an **overload**, requiring Dean and Provost approval and compensated either through additional pay or current or future workload reduction.

**5.3** This policy (a) is fully consistent with college- and university-level policies, and (b) articulates the distinctive nature of faculty work and workload within the Department of Visual and Performing Arts.

**5.4** The workload assigned to each faculty member must be consistent with the faculty member’s contract and employment status, as well as with the governing promotion and tenure requirements, which can be found [here](#).

A) Annual faculty workloads for all full-time faculty must ensure that the faculty member’s successful fulfillment will keep the faculty member “on pace” with approved promotion and/or tenure requirements.

B) All annual faculty evaluations must be based on each faculty member’s formally-assigned workload, in accordance with each faculty contract and the Faculty Manual.

## 6.0 Faculty Workload Processes



The distribution of workload units for faculty for each academic year will be determined annually by the Chair after consultation with the faculty member and taking into consideration the needs of the Department, existing commitments, and the strengths and goals of the individual faculty member. Ultimately, workload is assigned by the Department Chair and approved by the Dean in conjunction with discipline-specific calibrations outlined in Department workload policies. Individual faculty workload expectations can be recalibrated each year, taking into consideration teaching, research/creative endeavor, and service activities in recent years and plans for teaching, research/creative endeavor, and service in the upcoming academic year. Workload expectations can potentially be modified mid-cycle with approval of the Dean.

The Chair will have an annual meeting with individual faculty to discuss their past work activities and future plans and the Chair will record the workload expectations for the next academic year on the Individual Faculty Annual Workload Assignment template. This document will be shared with each faculty member, signed by them to acknowledge receipt, and then passed on to the Dean's Office for approval. Faculty members who disagree with their workload expectations can submit a written appeal to the Dean's Office.

Individual faculty workload assignments will be recorded in a manner consistent with section 6.0 of the [University Faculty Workload Policy](#).

Individual faculty workload policies will be available to all VPA faculty in a password-protected folder on OneDrive.

## 7.0 Equitable Distribution of Work

Consistent with the [University Faculty Workload Policy](#), workloads should be assigned based on faculty expertise, departmental needs and goals, available resources, promotion and tenure guidelines, career development plans, and institutional priorities. Distribution of tasks must align with university standards while accommodating specific department and college needs. While institutional needs take precedence, faculty professional goals are considered.

## 8.0 Accountability for Administrative Oversight of Faculty Workload

The Department Chair is responsible for ensuring that workloads meet university standards and are equitably distributed. Regular reviews are conducted within the Department, in consultation with the College to adjust assignments based on changing needs, feedback, and evaluation data.

## 9.0 Approvals

9.1 This version was approved by the dean on November 14, 2025 and approved by the provost on June 6, 2026.