

INSTRUCTIONAL WORKLOAD POLICY
Non-Senate Instructional Unit

Department of Drama

The full-time Instructional Workload for this unit is 9 Instructional Workload Courses (or the equivalent) per academic year.

This instructional workload assumes that the faculty-instructor may participate in governance and in professional and university service, and that routine, normal service of this type will normally carry an instructional workload course (IWC) equivalency of 0. Where such participation or service is assigned and carries a significantly heavier load, an instructional workload equivalency may be assigned.

A list of equivalencies specific to this academic unit are indicated below.

Where class size is a consideration in assigning workload, anticipated class size, not actual, will be the basis of instructional workload assignments.

There may be Instructional Workload Equivalencies not foreseeable at this time: these will be assigned on an ad hoc basis to the extent that they appear to be one-time arrangements. Any which would appear likely to be repeated will require notification to UC/AFT and will be added to the formal Instructional Workload Policy.

Equivalencies:

1. Departmental courses which have equivalencies other than 1.0 IWC, and their IWC equivalency (i.e. .75, .5, etc.):
 - a. Team taught course = 0.5 IWC
 - b. 1 unit or 2 unit course = 0.5 IWC
 - c. 2 unit course, 1 meeting for 4 hours/week = 0.75 IWC
 - d. Each of two 4 hour courses on same one-day schedule* = 0.75 IWC
 - e. Drama 199/240 = 0.5 IWC
 - f. Labs for large classes (e-g. Music Theatre) = 0.5 IWC
 - g. Labs held on additional days when regular class is not scheduled -= 0.5 IWC

2. Duties besides teaching which, if assigned, carry workload credit, and assigned IWC equivalency:
 - a. Design assignment = 0.5 IWC
 - b. Supervise teaching assistants in undergraduate courses of 12 or more sections (e.g., Drama 30A-B-C) = 1.0 IWC


*In two of our performance departments, professional artists are sometimes used who need to come usually some distance and who, because of that and because of their performing schedules, greatly prefer that all of their classes be scheduled on the same day. The units have worked out this arrangement to accommodate them.

Policy Duties Unit 18
UCI Department of Drama

Unit 18: In addition to the normal duties of all appointees (see below) each individual appointee is expected to participate in administrative duties each quarter (see #5 - administrative duties beyond the normal expectation of unit employees may be considered as part of the standard workload).

Normal Duties as Part of Appointment

1. Advise undergraduate and graduate students
2. Office hours posted and regularly held
3. Give and adjudicate finals
4. Attend all general faculty meetings
5. Participate in additional departmental needs as they develop
6. All faculty are required to attend the annually scheduled in-service training workshop.
7. All faculty are required to complete the On-Line Sexual Harassment Training through the UCLC, <https://uclc.uci.edu/>. When completed, the program will create a Completion Certificate with your name and score. (If you do not have access to a computer, please make arrangements with your Department Chair.) When you have finished, please print the certificate and submit it to your Department Chair.



2/24/22

Don Hill, Chair

Date