

KSA FACULTY WORKLOAD POLICY

General

The typical percentages of time dedicated to research, teaching, and service follow the Office of Academic Affairs Policies and Procedures Handbook, which specifies that 60% of faculty workload be devoted to teaching in departments with active baccalaureate and masters degree programs, while 50% of faculty workload be devoted to teaching in departments with active baccalaureate, masters, and doctoral programs. Architecture and landscape architecture do not have PhD programs and follow a teaching/research/service model of 60/30/10. City and Regional Planning has a PhD program and follows a teaching/research/service model of 50/40/10. Research productivity, teaching buyouts, and special service assignments may effect these percentages. Excellence in one area never discounts negligence in another.

Research

Research is assessed according to production, venue reputation, review process, and citations. The categories approximate quality, while respecting primary modes of research in each section and acknowledging that items can jump categories (e.g., an important group exhibition might jump from C to B.) While long-term research is encouraged, peer review must regularly testify to its value. Minimum requirements are an annual average over a three-year period of one item from category B or two items from category C. Minimum requirements do not constitute significant achievement.

Category A

- book
- published built work
- major prize or award

Category B

- book chapter
- published unbuilt work
- funded grant
- competition award
- peer review article
- solo exhibition
- organize an academic conference
- editing book or journal

Category C

- book review
- exhibited unbuilt work
- grant application
- competition entry
- magazine article
- group exhibition
- conference proceedings and presentations
- invited public lecture

Teaching

Teaching is assessed according to CH’s generated, GA’s supervised, awards, SEI’s, peer assessments, and course development. All courses have an eight-student minimum enrollment, with the exception of PhD courses where a six-student average over two years is the minimum. Independent studies are valued, but do not discount minimum teaching requirements. KSA teaching loads are gauged as listed below.

studio, 12 contact hours	18
course, over 45 students w/ lab or recitation	15
studio, 6 contact hours	12
course, 20-45 students	12
workshop	12
seminar, 8-20 students	9
dissertation	2.5
practicum, thesis	1

A standard teaching assignment is four courses. In architecture and landscape architecture the standard assignment is two studios, one core course, and one seminar (36 + 15 + 9 = 60). In planning the standard assignment is three courses or studios, one seminar, and dissertation/thesis advising (36 + 9 + 5 = 50).

Service

Faculty are expected to contribute to the section and school in a collegial manner that facilitates positive contributions by others. Service is assessed according to impact and role: assigned task, chair of committee, or member of committee. A standard assignment is chairing one committee and serving on two other committees. However, service requirements will vary according to annual demands as managed by the Section Heads and Director. Faculty should also contribute to the college, university, and profession, while understanding that service outside the school does not discount obligations within the school.