

DATE: July 3, 2012

TO: Joseph S. Lewis III
Dean, Claire Trevor School of the Arts

FROM: David Trend
Chair, Department of Studio Art

RE: IWC (Instructional Workload Course) value; Unit-18 Supervision of Graduate Teaching Associates

In response to growing undergraduate enrollment demands, Studio Art intends in 2012/2013 to begin assigning Unit 18 Continuing Lecturers to supervisory responsibilities over Graduate Teaching Associates. Similar programs of Unit 18 instructional supervision are used in other UCI schools. We have consulted with all affected parties (UCI Academic Personnel, Unit 18 union representatives, Studio Art Continuing Lecturers, as well as our MFA students) in crafting the following plan. Given that additional compensation will be required for this plan, we will use this new labor arrangement extremely sparingly and only when appropriate Ladder Rank faculty are unavailable for such assignments. The terms are as follows:

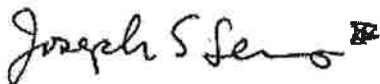
Duties

Supervision of Graduate Teaching Associates include consulting on course conceptualization, teaching methodology, syllabus preparation, lesson planning, assignments, grading, course evaluation, facilities use, and such administrative matters as enrollment management, attendance, and use of the EEE system; supervising instruction by attending classes periodically throughout the quarter (i.e., first class meeting, lectures or critique sessions, final project review or exhibition meetings); conducting office hours for undergraduates in the supervised classes for the purpose of providing supplementary assistance, support, or individualized instruction; and maintaining ongoing communication to both support classroom work and to provide instruction to Teaching Associates about educational practice.

Compensation

Unit 18 Continuing Lecturers will receive .125 (1/8) IWC for each course supervised. In arriving at the 1/8 IWC, Studio Art consulted broadly about comparable practices. Such compensation varies across the UCI campus, ranging from .167 (1/6) IWC to .111 (1/9) IWC. Within CTSOTA, the Music Department assigns ensemble directors and one-on-one instrument instructors 0.167 (1/6). Hence the Studio Arts .125 IWC will fall at the lower end of the campus-wide pay scale.

I support this action.



Joseph S. Lewis III
Dean, Claire Trevor School of the Arts

INSTRUCTIONAL WORKLOAD POLICY
Non-Senate Instructional Unit

Department of Studio Art

The full-time Instructional Workload for this unit is 9 instructional courses (or 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 zero (0). Where such participation or service is assigned and carries a significantly heavier load, an instructional workload equivalency may be assigned.

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.


Normal duties as part of appointment in connection with assigned class(es):

1. Advise undergraduate students enrolled in class(es).
2. Hold office hours posted and regularly scheduled.
3. Administer and adjudicate mid-term and/or final examinations(s).
4. Attend departmental meetings called for non-senate faculty.
5. Complete evaluations of teaching assistants by date of grade submission.

Equivalencies:

1. Departmental courses which have equivalencies other than 1.0 IWC and their IWC equivalency (i.e. .75, .5, etc.).
2. Duties assigned, that are not teaching duties, may carry a workload credit and will be assigned a workload equivalency (see paragraph 3, above).

All faculty are required to complete the Sexual Harassment Prevention Training either online or through attending UCI classroom opportunities. The training is required every two years.


Bruce Yonemoto, Dept Chair 6-10-08
Date