



Missouri State
U N I V E R S I T Y



Research Active Designation

In order to maintain a “research active” status, Art + Design faculty members must meet two criteria. First, the faculty member must demonstrate ongoing research in a one year period by documenting at least one research or creative activity as described in the research guidelines of the *Art + Design Department’s Faculty Handbook* (see “Scholarship and Creative Activity.”) Qualifying activities may include, but are not limited to: preparing for an exhibition, receiving and working on a grant, executing a planned project, participating in a research-oriented workshop, or artist-in-residency by invitation, presenting at a conference, developing a work in revision and/or a publication, and presenting a lecture at a professional venue, etc.

Second, the faculty member must demonstrate research activity by documenting (“catalogues, brochures, copies of publications, copies of reviews, etc.”), within a period of three consecutive academic years, completion of at least one tangible research product recognized in the *Art + Design Faculty Handbook* (e.g., “creating and presenting and/or exhibiting original works of artistic expression within... various venues such as university/college galleries, professional galleries, museums, alternative and virtual spaces”; “presentations of creative endeavor or original research findings in written or oral form within appropriate venues”; and “successful grant applications, fellowships, awards, residencies and commissions which represent recognition for creative/research activity.”)

Research-active status is negotiated annually by the faculty member with the Department Head and approved by the Department Head.

Standard Workload Policy

Regular Academic Year:

All tenure-track and tenured faculty are required to teach a standard load of three courses in the fall and three courses in the spring. Since the modality for the Art + Design studio courses is a “tutorial” one, each class period is 3 hours long. A three credit course meets for six hours a week. Thus the normal contact hours per week is 18 hours for every instructor. Independent studies and Graduate level courses are negotiated on a one-by-one basis. Art History and Art Education also teaches three courses per semester, usually three hours per course in length.

Release time is granted for the following Administrative Duties: Assistant Department Head, Graduate Studies Coordinator, Foundations Area Coordinator, and Special Projects Coordinator. Some release time may also be negotiated for new course proposals and special research topics, again, on a case-by-case basis.

Working Load Policy with Regard to Teaching “Above Standard.”

Regular Academic Year:

These guidelines refer to students enrolled in a separate class with substantially different or substantial extra requirements, and not for students who are taught as a normal member of a class and are part of the instructor’s regular course teaching load.

1) For internships, including the *Art 390: Art History Teaching Assistantship*; *DES 499: Design Internship*; *ART 407: Art Internship*; *ART 495: Art History Internship*; *ART 795: Graduate Art History Internship* or other internships: 1 student = 1/4 TLE

- This would translate into 12 students = one class of reassigned time.

2) For “99” courses, including *ART 399: Individual Instruction* and *ART 799: Independent Study* (graduate level): 1 student = 1/4 TLE

--This would translate into 12 students = one class of reassigned time.

Because some ART 399s are taught more like a separate class, with an independent syllabus, meetings, readings, and assignments for each individual student, in this specific case the instructor would be given the option to present the documents and his/her argument to the Department Chair, before the beginning of that semester, that this course merits: 1 student = 1/2 TLE

- This would translate into 6 students = one class reassigned time

3) Because *ART 494: Independent Study in Art History* and *Art 794: Graduate level Independent Study in Art History* are always taught as a separate class, with an independent syllabus, meetings, readings, and assignments for each individual student, for ART 494/794: 1 student = 1/2 TLE

- This would translate into 6 students = one class reassigned time

Provisions:

a) Banked overloads never expire. All areas offer overload courses, but some (by the nature of their areas) offer such courses so infrequently that, if banked overloads were to expire, those faculty members would never receive compensation for the overloads they assume.

b) TLEs may be banked from different course overload sources, as listed above, to total the number of TLEs required for a course release.

- c) Banked course overload TLE totals will be tracked by the Art and Design Office, but faculty are responsible for keeping track of the TLEs that they have banked and for requesting a course release when they have banked enough TLEs for the course release; faculty must also formally request a release in a timely manner in order to receive a course release for the requested semester. Faculty are limited to one course release per semester from banked course overload TLEs.
- d) Course releases from banked overload courses will not be indiscriminately, unreasonably, or unduly withheld from faculty members who have earned them.

Summer Course Overloads:

Faculty members teaching summer internships could choose either to bank summer internships or to receive compensation according to the number of student interns who enroll, adjusted to reflect the minimum and maximum enrollments of a regular 3-credit summer course. For example, 3-credit summer courses currently require a minimum of 12 students and a cap of 20 students; therefore:

- 4 to 7 student interns would be compensated as teaching a 1-credit course;
- 8 to 11 student interns would be compensated as teaching a 2-credit course;
- 12 to 20 student interns would be compensated as teaching a 3-credit course.

Receiving compensation for summer internships would be contingent upon an appropriate summer course request being submitted to the Art + Design office, respecting the standard deadlines.