

NASM ANNUAL MEETING

NOVEMBER 20, 2005

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BOSTON, MA

1:30 PM

“MANAGEMENT ISSUES: FACULTY AT WORK – LOADS”

- BRIEF HISTORY/PHILOSOPHY OF NASM WORKLOAD POLICY
- AN OVERVIEW OF NASM’S MOST RECENT FACULTY WORKLOAD SURVEY (HEADS REPORT 2001-02)
- COMPARING TWO APPROACHES TO WORKLOAD COMPUTATION: FLORIDA STATE UNIVERSITY; LOUISIANA STATE UNIVERSITY

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FACULTY TEACHING LOADS  
TEACHING LOAD RATES AND CONVERSION RATIO

	Number Institutions Reporting	5%ile	25%ile	50%ile	75%ile	95%ile	Average
Average teaching assignment in credit hours							
Private 1-50 Majors	74	8.0	12.0	12.0	13.8	25.0	13.2
Private 51-100 Majors	65	7.3	12.0	12.0	13.5	20.0	12.8
Private 101-200 Majors	37	9.0	12.0	12.0	13.0	24.0	12.7
Private 201+ Majors	30	9.0	12.0	13.0	15.0	22.0	13.7
Public 1-100 Majors	87	9.0	12.0	12.0	15.0	18.8	13.5
Public 101-200 Majors	80	8.7	11.9	12.0	13.2	20.0	13.9
Public 201-400 Majors	67	9.0	10.9	12.0	12.5	18.0	12.5
Public 401+ Majors	38	6.0	8.0	11.5	12.0	18.0	10.9
Maximum teaching assignment in credit hours							
Private 1-50 Majors	74	9.0	12.0	12.0	15.0	27.0	13.8
Private 51-100 Majors	65	7.0	12.0	12.0	14.0	21.0	13.3
Private 101-200 Majors	37	10.0	12.0	12.0	14.3	24.0	13.4
Private 201+ Majors	30	12.0	12.0	12.0	18.0	22.0	14.5
Public 1-100 Majors	87	12.0	12.0	12.0	15.0	20.0	13.9
Public 101-200 Majors	80	9.0	12.0	12.0	15.0	20.0	13.5
Public 201-400 Majors	67	9.0	12.0	12.0	15.0	22.0	13.6
Public 401+ Majors	38	6.0	9.0	12.0	14.0	18.0	11.9
Conversion ratio: studio instruction to credit hours							
Private 1-50 Majors	74	1.0	1.5	1.5	1.5	3.0	1.6
Private 51-100 Majors	65	1.5	1.5	1.5	1.5	3.0	1.7
Private 101-200 Majors	36	1.5	1.5	1.5	1.5	2.3	1.6
Private 201+ Majors	30	1.0	1.5	1.5	1.5	2.3	1.6
Public 1-100 Majors	86	1.2	1.5	1.5	1.5	3.0	1.6
Public 101-200 Majors	79	1.0	1.5	1.5	1.5	2.0	1.5
Public 201-400 Majors	66	1.5	1.5	1.5	1.5	2.0	1.6
Public 401+ Majors	37	1.4	1.5	1.5	2.0	3.0	1.7

FACULTY TEACHING LOADS  
FACULTY RESPONSIBILITIES

	Number Performing	Assigning Credit	Maximum percentage assigned for this activity					Average
			5%ile	25%ile	50%ile	75%ile	95%ile	
<b>Conduct Large Ensemble (Concert)</b>								
Private 1-50 Majors	71	70	10.0	20.0	25.0	33.0	66.0	29.7
Private 51-100 Majors	65	65	14.0	25.0	33.0	50.0	66.0	36.6
Private 101-200 Majors	35	32	25.0	25.0	40.0	50.0	80.0	41.3
Private 201+ Majors	30	30	25.0	33.0	50.0	70.0	100.0	52.6
Public 1-100 Majors	87	86	11.0	20.0	25.0	40.0	60.0	30.7
Public 101-200 Majors	80	80	16.0	25.0	33.0	43.0	60.0	33.8
Public 201-400 Majors	66	65	25.0	25.0	40.0	50.0	80.0	42.9
Public 401+ Majors	38	38	25.0	25.0	35.0	50.0	75.0	40.5
<b>Direct Marching Band</b>								
Private 1-50 Majors	8	7	12.5	16.0	20.0	30.0	33.0	21.9
Private 51-100 Majors	13	13	8.0	29.0	33.3	50.0	67.0	38.6
Private 101-200 Majors	11	10	10.0	40.0	50.0	50.0	80.0	44.5
Private 201+ Majors	7	6	25.0	30.0	50.0	85.0	100.0	54.3
Public 1-100 Majors	36	36	10.0	25.0	33.0	50.0	60.0	35.6
Public 101-200 Majors	51	51	16.0	25.0	33.0	50.0	75.0	39.7
Public 201-400 Majors	51	49	25.0	34.0	50.0	50.0	100.0	47.6
Public 401+ Majors	30	30	25.0	50.0	50.0	60.0	90.0	53.1
<b>Coach Small Ensemble</b>								
Private 1-50 Majors	68	63	5.0	8.0	16.0	25.0	33.0	17.9
Private 51-100 Majors	61	58	5.0	8.0	12.0	22.0	33.0	15.1
Private 101-200 Majors	35	30	1.0	8.0	12.0	20.0	40.0	20.9
Private 201+ Majors	30	30	5.0	6.0	15.0	25.0	100.0	26.6
Public 1-100 Majors	79	75	4.0	10.0	12.5	25.0	25.0	15.3
Public 101-200 Majors	78	66	2.0	10.0	12.5	20.0	33.0	15.6
Public 201-400 Majors	66	60	6.0	9.0	11.0	18.0	33.0	34.8
Public 401+ Majors	38	35	2.0	5.5	12.5	20.0	40.0	15.9
<b>Teach Master Class</b>								
Private 1-50 Majors	22	5	8.0	10.0	10.0	11.0	25.0	12.8
Private 51-100 Majors	24	7	0.8	4.0	6.2	8.0	10.0	5.9
Private 101-200 Majors	15	5	3.6	6.0	10.0	10.0	12.0	8.3
Private 201+ Majors	23	8	6.0	10.0	16.0	16.6	33.3	15.2
Public 1-100 Majors	45	11	1.0	5.0	8.0	15.0	50.0	12.5
Public 101-200 Majors	51	14	0.6	5.5	10.0	11.0	33.0	10.5
Public 201-400 Majors	35	10	3.0	5.0	8.0	8.3	25.0	8.4
Public 401+ Majors	32	10	2.0	5.0	10.0	11.0	80.0	15.1
<b>Teach Performance Class</b>								
Private 1-50 Majors	43	25	4.0	8.0	10.0	25.0	33.0	16.1
Private 51-100 Majors	43	17	0.1	5.0	8.3	18.0	75.0	15.1
Private 101-200 Majors	28	16	0.1	10.0	16.7	25.0	80.0	19.6
Private 201+ Majors	23	19	1.0	6.0	10.0	25.0	100.0	23.9
Public 1-100 Majors	56	37	2.0	8.0	11.0	20.0	56.0	15.6
Public 101-200 Majors	63	29	1.0	6.3	10.0	17.0	33.0	12.6
Public 201-400 Majors	52	26	5.0	8.0	10.0	25.0	75.0	21.7
Public 401+ Majors	34	21	2.0	5.0	8.3	10.0	26.0	13.6

FACULTY TEACHING LOADS  
FACULTY RESPONSIBILITIES

	Number Performing	Assigning Credit	Maximum percentage assigned for this activity					
			5%ile	25%ile	50%ile	75%ile	95%ile	Average
<b>Prepare Students for Solo Recitals</b>								
Private 1-50 Majors	72	25	0.5	8.0	10.0	33.0	100.0	25.1
Private 51-100 Majors	61	12	4.0	8.0	8.5	10.0	100.0	17.7
Private 101-200 Majors	37	11	0.1	2.0	8.0	25.0	100.0	22.5
Private 201+ Majors	29	10	2.0	6.0	16.6	40.0	100.0	28.5
Public 1-100 Majors	85	38	1.0	5.0	8.0	15.0	56.0	15.2
Public 101-200 Majors	77	23	1.0	3.0	8.0	11.0	25.0	10.2
Public 201-400 Majors	66	17	1.0	5.0	6.0	11.0	100.0	17.2
Public 401+ Majors	38	15	2.0	5.0	8.3	20.0	80.0	17.5
<b>Supervise Student Teaching</b>								
Private 1-50 Majors	55	44	0.6	8.0	15.0	25.0	50.0	20.3
Private 51-100 Majors	55	46	4.0	7.0	13.3	25.0	42.0	18.2
Private 101-200 Majors	35	28	2.0	10.0	20.0	30.0	66.0	25.3
Private 201+ Majors	26	23	4.0	8.3	20.0	33.0	50.0	22.1
Public 1-100 Majors	70	52	0.6	5.0	11.0	25.0	50.0	15.9
Public 101-200 Majors	73	64	0.8	10.0	25.0	30.0	50.0	25.3
Public 201-400 Majors	63	59	3.0	10.0	25.0	33.0	100.0	27.7
Public 401+ Majors	36	31	2.0	8.0	25.0	33.0	100.0	25.5
<b>Advise Students</b>								
Private 1-50 Majors	73	9	7.0	8.0	10.0	10.0	30.0	12.8
Private 51-100 Majors	61	5	1.0	5.0	15.0	20.0	22.0	12.6
Private 101-200 Majors	36	3	0.8	0.8	5.0	15.0	15.0	6.9
Private 201+ Majors	28	4	1.0	1.0	5.0	5.0	10.0	4.3
Public 1-100 Majors	86	17	1.0	4.0	10.0	12.5	33.0	11.4
Public 101-200 Majors	77	16	2.0	10.0	10.0	15.0	25.0	11.9
Public 201-400 Majors	67	19	1.0	9.0	14.0	25.0	50.0	18.4
Public 401+ Majors	33	9	5.0	10.0	17.0	25.0	75.0	25.1
<b>Advise Theses or Dissertations (Graduate Level)</b>								
Private 1-50 Majors	12	5	4.0	5.0	15.0	20.0	30.0	14.8
Private 51-100 Majors	12	7	5.0	7.0	12.0	25.0	50.0	18.4
Private 101-200 Majors	14	6	3.0	5.5	15.0	16.0	25.0	12.4
Private 201+ Majors	22	11	3.0	5.0	10.0	10.0	25.0	9.1
Public 1-100 Majors	19	6	5.0	5.0	8.0	8.0	25.0	9.3
Public 101-200 Majors	50	24	1.0	5.0	11.0	20.0	25.0	12.7
Public 201-400 Majors	60	33	3.0	8.0	10.0	20.0	33.0	15.6
Public 401+ Majors	38	23	2.0	5.0	8.3	25.0	33.0	12.9
<b>Conduct Faculty Research Projects</b>								
Private 1-50 Majors	35	3	20.0	20.0	25.0	25.0	25.0	23.3
Private 51-100 Majors	33	5	0.1	5.0	7.0	20.0	37.0	13.8
Private 101-200 Majors	23	5	1.0	20.0	25.0	25.0	30.0	20.2
Private 201+ Majors	23	10	2.0	10.0	25.0	25.0	50.0	20.2
Public 1-100 Majors	53	9	10.0	25.0	25.0	25.0	50.0	26.1
Public 101-200 Majors	62	15	7.0	15.0	25.0	25.0	50.0	22.6
Public 201-400 Majors	56	17	12.0	25.0	25.0	25.0	33.3	24.4
Public 401+ Majors	36	16	1.0	19.0	25.0	25.0	99.0	26.2

FACULTY TEACHING LOADS  
FACULTY RESPONSIBILITIES

	Number Performing	Assigning Credit	Maximum percentage assigned for this activity					Average
			5%ile	25%ile	50%ile	75%ile	95%ile	
<b>Perform in Faculty Ensembles</b>								
Private 1-50 Majors	44	1	1.0	1.0	1.0	1.0	1.0	1.0
Private 51-100 Majors	42	5	7.0	8.0	12.5	17.0	30.0	14.9
Private 101-200 Majors	28	6	1.0	4.0	8.0	12.0	16.0	8.2
Private 201+ Majors	26	10	2.0	8.0	12.0	12.0	25.0	11.5
Public 1-100 Majors	75	10	1.0	2.0	10.0	12.0	25.0	10.4
Public 101-200 Majors	70	12	2.0	10.0	17.0	25.0	25.0	15.3
Public 201-400 Majors	65	30	1.0	8.3	10.0	20.0	33.0	14.8
Public 401+ Majors	35	16	5.0	10.0	15.0	17.0	33.0	15.0
<b>Perform in Solo Recitals</b>								
Private 1-50 Majors	67	6	10.0	10.0	17.0	25.0	33.0	18.3
Private 51-100 Majors	59	7	7.0	8.0	10.0	20.0	25.0	13.6
Private 101-200 Majors	36	1	5.0	5.0	5.0	5.0	5.0	5.0
Private 201+ Majors	29	2	3.0	3.0	10.0	10.0	10.0	6.5
Public 1-100 Majors	84	9	1.0	3.0	6.0	20.0	30.0	11.2
Public 101-200 Majors	79	14	1.0	7.0	25.0	25.0	33.0	17.4
Public 201-400 Majors	66	8	1.0	6.0	12.0	15.0	20.0	10.0
Public 401+ Majors	38	7	5.0	11.1	20.0	25.0	40.0	20.2
<b>Committee Assignments</b>								
Private 1-50 Majors	71	6	3.0	8.0	10.0	20.0	50.0	16.5
Private 51-100 Majors	63	4	9.0	11.0	12.0	12.0	35.0	16.8
Private 101-200 Majors	35	2	7.0	7.0	25.0	25.0	25.0	16.0
Private 201+ Majors	30	3	4.0	4.0	5.0	10.0	10.0	6.3
Public 1-100 Majors	85	9	0.1	5.0	10.0	20.0	25.0	12.7
Public 101-200 Majors	77	12	5.0	7.0	10.0	10.0	20.0	9.2
Public 201-400 Majors	67	12	0.1	8.3	10.0	20.0	25.0	13.4
Public 401+ Majors	37	7	1.0	5.0	16.7	25.0	33.0	15.1
<b>Administrative Assignments</b>								
Private 1-50 Majors	72	42	12.0	25.0	25.0	40.0	57.0	31.3
Private 51-100 Majors	59	40	1.0	15.0	33.0	50.0	66.0	32.7
Private 101-200 Majors	34	19	0.1	12.0	25.0	60.0	100.0	37.1
Private 201+ Majors	30	23	6.0	15.0	25.0	50.0	75.0	32.6
Public 1-100 Majors	80	47	5.0	16.0	25.0	50.0	67.0	30.2
Public 101-200 Majors	72	54	5.0	25.0	39.0	51.0	86.0	40.8
Public 201-400 Majors	63	49	10.0	25.0	25.0	50.0	75.0	37.3
Public 401+ Majors	37	31	5.0	25.0	50.0	67.0	100.0	44.0

# FACULTY LOAD FACTORING SYSTEM: A MODEL

## RATIONALE

The Faculty Load Factoring System (FLFS) in use at Florida State University was devised to address the following factors inherent in assigning faculty loads in a large comprehensive School of Music:

- The diverse nature of types of courses in music
- The diverse nature of instructional modes used to teach music courses
- The wide range of time commitments inherent in teaching music courses
- The need to determine the exact cost of each course specific to the instructor being assigned; this is especially important when determining the salary cost per course for summer sessions
- The need to compute percentage of full time loads when one-to-one instruction is part of the assignment
- The need for a method for balancing loads so that Instruction, Research and Creative Activity, and Service are assigned in a systematic manner

## ASSUMPTIONS

The FLFS was developed with the following assumptions in place:

- The traditional Full Time Load for instruction of 12 credit hours was used as a reference point, recognizing that the 12 hours did not include certain instructional duties
- Faculty traditionally performed “unassigned” responsibilities such as thesis supervision, recital preparation, dissertation supervision, and academic advising
- Productive faculty were spending 1-2 hours per week performing “unassigned” duties
- A full time load was established as 14 contact hours, which included the time previously spent in unassigned responsibilities.
- Unassigned responsibilities would become “unassigned” under the factoring system

## FACTORS

The following factors were determined to be an integral part of preparing and delivering instruction:

- Contact Hours Per Week – actual contact hours spent in instruction (*not credit hours*)
- Size of Class – Undergraduate enrollment, and Graduate enrollment considered separately. Three year average enrollment used to even out abnormalities.
- Preparation Time – Amount of time needed to prepare for instruction
- Grading Time – Amount of time needed to grade assignments, papers, and examinations
- Assistance – Availability of a graduate assistant to help with instructional responsibilities
- Multiple Sections – Instructors who may teach more than one section of the same course

## FACTORING MULTIPLIERS

Once the factors were identified, the weighting, or relational value to a norm, were established. *(Note: these values may be established to reflect the contingencies and variables at your institution. They should reflect "common practice" within your school)* The following charts indicate the weights given to each factor at Florida State University, expressed as a "multiplier": *(Norm = 1.0)*

### Class Size *(Three year average enrollment)*

<u>Undergraduate</u>	<u>Graduate</u>
1 = 0.6	1 = 0.6
2-4 = 0.7	2-4 = 0.8
5-9 = 0.8	5-9 = 0.9
10-17 = 0.9	10-17 = 1.0
18-30 = 1.0	18-30 = 1.1
31-60 = 1.1	31-60 = 1.2
61-120 = 1.2	
121+ = 1.3	

### Preparation Time *(Norm=standard lecture-discussion)*

■Laboratory	0.7
■Applied, Skill-oriented, Ensemble coaching, conducting	0.9
■Standard lecture-discussion, seminar	1.0
■Lecture	1.1

### Grading *(Norm = Standard [mixture of objective, written, essay, etc.]*

■Laboratory	0.7
■Recital	0.4
■One-to-one <i>(DIS, Thesis, Dissertation, etc.)</i>	0.5
■Techniques/conducting	0.8
■Ensembles	0.8
■Objective Exams	0.8
■Repertory Classes	0.9
■Standard	1.0
■Term paper/essay exams	1.2

### Assistance *(Norm = no graduate assistance)*

■No graduate assistance	1.0
■Graduate assistant shared with other courses	0.9
■Graduate assistant dedicated to specific course	0.8

**Multiple Sections** (Norm = one section)

- One section of course 1.0
- Second or additional sections 0.85

**FORMULA**

Use the following formula to derive percentage of full time load (% FTL)

**Contact Hours x Size x Prep Time x Grading x Assistance x Multiple Section B 14 = % FTL**

*Note: The divisor "14" is the full time load established at Florida State University. If you determine that a different value is appropriate for your institution, you would divide by that value.*

**EXAMPLES**

**Example A: Music Theory Course**

**Music Theory II – MUT 1112**

Contact Hours	3.0
Size: U18	1.0
Prep: Skills-Oriented	0.9
Grading: Written	1.2
Assistance: None	1.0
Multiple Sect: One	1.0

$(3.0 \times 1.0 \times 0.9 \times 1.2 \times 1.0 \times 1.0) \div 14 = \% \text{ of load}$   
 $3.24 \div 14 = .2314$

**This course = 23% of instructor's load**

### Example B: Music History – Non-Music Major

#### Music In Western Culture – MUH 2012-01

Contact Hours	3.0
Size: U205	1.3
Prep: Lecture	1.1
Grading: Objective	0.8
Assistance: Shared	0.9
Multiple Sect: One	1.0

$$(3.0 \times 1.3 \times 1.1 \times 0.8 \times 0.9 \times 1.0) \div 14 = \% \text{ of load}$$
$$3.0888 \div 14 = .2206$$

**This course = 22% of instructor's load**

### Example C: Music History – Non-Music Major: Second Section of Course

#### Music in Western Culture – MUH 2012-02

Contact Hours	3.0
Size: U205	1.3
Prep: Lecture	1.1
Grading: Objective	0.8
Assistance: Shared	0.9
Multiple Sect: Second	0.85

$$(3.0 \times 1.3 \times 1.1 \times 0.8 \times 0.9 \times 0.85) \div 14 = \% \text{ of load}$$
$$2.6255 \div 14 = .1875$$

**This section = 19% of instructor's load**

### Example D: Graduate Music History Survey Course

#### Graduate Survey of Music History-MUH 5219

Contact Hours	2.0
Size: G21	1.0
Prep: Lecture-Discussion	1.0
Grading: Written	1.2
Assistance: Shared	0.9
Multiple Sect: One	1.0

$$(2.0 \times 1.0 \times 1.0 \times 1.2 \times 0.9 \times 1.0) \div 14 = \% \text{ of load}$$
$$2.376 \div 14 = .1697$$

**This course = 17% of instructor's load**

### Example E: Large Ensemble

#### University Symphony – MUN 4213

Contact Hours	4.5
Size: U89	1.2
Prep: Ensemble	0.9
Grading: Ensemble	0.8
Assistance: None	1.0
Multiple Sect: One	1.0

$$(4.5 \times 1.2 \times 0.9 \times 0.8 \times 1.0 \times 1.0) \div 14 = \% \text{ of load}$$
$$3.888 \div 14 = .2777$$

**This course = 28% of instructor's load**

### Example F: Marching Band

#### Marching Band – MUN 2110

Contact Hours	10.0
Size: U425	1.3
Prep: Ensemble	0.9
Grading: Ensemble	0.8
Assistance: Dedicated	0.8
Multiple Sect: One	1.0

$$(10.0 \times 1.3 \times 0.9 \times 0.8 \times 0.8 \times 1.0) \div 14 = \% \text{ of load}$$
$$7.488 \div 14 = \mathbf{.5349}$$

**This course = 54% of instructor's load**

### Example G-1: Course with Lab Days

#### Teaching Elementary Music – MUE 3311 (Course with Lab Days)

##### MWF = Class Instruction

Contact Hours	3.0
Size: U15	0.9
Prep: Lecture-Discussion	1.0
Grading: Standard	1.0
Assistance: None	1.0
Multiple Sect: One	1.0

$$(3.0 \times 0.9 \times 1.0 \times 1.0 \times 1.0 \times 1.0) \div 14 = \% \text{ of load}$$
$$2.700 \div 14 = \mathbf{.1929}$$

**This portion of course = 19% of instructor's load**

