

## Credit hour equivalents

Credit hour equivalent (CHE) is the calculation of the equivalent teaching load for courses not taught in a standard lecture format or for courses in which content and/or pedagogy requires a different load measurement than their published credit hours. In the department of music it is defined for applied studio lessons, supervision of student teaching student recital supervision, DIS, honors and master's theses, service on honors and master's thesis committees, performance-oriented classes (e.g., ensembles, method classes, etc.); and courses that require greater outside preparation, such as large or double sections of undergraduate classes.

As resources permit, the music department may receive the dean's approval to count credit-hour equivalencies in the faculty members' teaching loads. However, the department's ability to count equivalencies in assigning teaching loads is dependent on the availability of full-time faculty to staff the courses that must be offered each semester. Should the department be unable to count them in faculty loads during the semester in which they are taught, attempts will be made to reward faculty efforts through merit raises and later reductions based on accumulated CHE's, when possible. The following are the current departmental guidelines for the assignment of CHE's.

1. Masters Thesis supervision: Equals 1 CHE
2. Service on a Thesis Committee: 1 student credit hour equals .20 credit hour equivalent.
3. Direction of honor's thesis or senior thesis: 1 student credit hour equals .33 credit hour equivalent.
4. Direction of independent study or directed readings course: 1 student credit hour equals .20 credit hour equivalent.
5. Supervision of student teaching: Each 5 students supervised equal 3 credit hour equivalents.
6. Instruction in studio and individual student performance-based courses
  - applied lessons & piano class: each contact hour equals .67 credit hour equivalent
  - supervision of recital: 1 student credit hour equals .33 credit hour equivalent
7. Labs and other classes that meet for more hours weekly than reflected in their student credit hours and that require extensive instructor preparation for class as well as extensive evaluation of student performance (e.g., aural skills, keyboard, and sight-singing; ensembles, instrumental classes, conducting, upper-level music history, etc.): 1 CHE per additional hour beyond the published credit hours for the course
8. Supervision of student internships: 3 contact hours is equal to 1 CHE
9. Sections of courses that exceed the departmental enrollment cap (currently at 35): 1 credit hour equivalent may be assigned for each one-third over enrollment up to 3 additional credit hour equivalents.
10. Extra credit for teaching master's level course: .3 CHE per each credit hour

The Chair, or someone specifically delegated by the chair, is responsible for maintaining the department CHE bank, which will be distributed to each faculty member at the end of each academic year.

The faculty member is responsible for asking the Chair for a course release; the Chair is responsible for scheduling CHE buyouts and determining whether the pedagogical needs of the department will permit a buyout.

The department will reevaluate this Banking Policy within five years of its adoption.

**Approved October 25, 2012**