

Predoctoral Instructor/ASE Duties and Approximate Hours Per Week

Department of Dance

(not to exceed 220 hours per quarter for 50% FTE appointments)

(updated August 14, 2024)

The charts below outline ASE duties and approximate hours per week for Dance courses ASEs may be assigned to teach, including:

- 2-credit technique courses
- 3-credit technique courses
- TAing 5-credit academic courses (such as Dance 100: Understanding Dance or Dance 493: Anatomy for Dance)

Please note that the hours listed below are averages. In some weeks, the instructor may spend very little or no time on one particular duty and significantly more on another, depending on the particular week.

If an ASE is finding it difficult to manage the workload within the 220 hours per quarter for 50% FTE appointments, the ASE is strongly encouraged to meet with their supervisor to develop a plan to keep the workload within the maximum hours for which they are paid.

2-Credit Technique Course (approximately 9.5 hours/week)

ASE is instructor of record, supervisor is Department Chair

Duty	Hours per week
Instructional Time -Dance 102: Introduction to Contemporary Modern, Dance 103: Introduction to Ballet, Dance 230: Mindful Movement, 233: Pilates -Other technique classes	2.5 (75 minutes 2x/week) 3 (90 minutes 2x/week)
Preparation (including developing or reviewing material and warming up)	2 (60 minutes 2x/week)
Hold office hours	1
Respond to email/discussion board/Canvas messages	2
Misc. tasks (including, but not limited to syllabus development, meeting with students outside of office hours, dealing with student issues as they arise, updating items on Canvas, coordinating with guest presenters, grading concert reports, start or end of quarter meetings)	1.5
Total	9 for Dance 102, 103, 230, 233 9.5 for other technique courses

***Please note that the times listed above are averages. In some weeks, the instructor may spend very little or no time on one particular duty and significantly more on another, depending on the particular week. For example, during finals week, the instructor may not be teaching or preparing for classes, which would allow hours for other instructional duties.

3-Credit Technique Course (approximately 12 hours/week; 11.25 hours/week for Dance 102, 103, 230 and 233)

ASE is instructor of record, supervisor is Department Chair

Duty	Hours per week
Instructional Time	
-Dance 102: Introduction to Contemporary Modern, Dance 103: Introduction to Ballet, Dance 230: Mindful Movement, 233: Pilates	3.75 (75 minutes 3x/week)
-For other technique classes	4.5 (90 minutes 3x/week)
Preparation (including developing or reviewing material and warming up) time	3 (60 minutes 3x/week)
Hold office hours	1
Respond to email/discussion board/Canvas messages	2
Misc. tasks (including, but not limited to syllabus development, meeting with students outside of office hours, dealing with student issues as they arise, updating items on Canvas, coordinating with guest presenters, grading concert reports, start or end of quarter meetings)	1.5
Total:	11.25 for Dance 102, 103, 230, 233 12 for other technique courses

***Please note that the times listed above are averages. In some weeks, the instructor may spend very little or no time on one particular duty and significantly more on another, depending on the particular week. For example, during Final Exam week, the instructor may not be teaching or preparing for classes, which would allow hours for other instructional duties.

TAing for a Dance 493 (~19 hours a week)

Faculty Instructor is Supervisor

Duty	Hours per week
Attend all lectures	6
Read required readings/view required material	2
Preparation for section/lab	.5
Hold office hours	2
Respond to email/discussion board/Canvas messages	2
Weekly meeting with faculty supervisor	1
Misc. tasks (including, but not limited to helping to prepare exams, proctoring make-up exams, meeting with students outside of office hours, dealing with student issues as they arise, updating items on Canvas, grading, etc.)	3.5
Present a unit	1.5 (4.5 hours lecture time; 10 hours prep; if spread this out over the course of ten weeks is, $14.5/10 = 1.45$ hours per week, round to 1.5)
Total:	18.5

***Please note that the times listed above are averages. In some weeks, the TA may spend very little or no time on one particular duty and significantly more on another, depending on the particular week. For example, during finals week, little time may be spent attending lectures, but significant time may be spent on grading.

TAing for a Dance 100/101 - 5 credit online course (approximately 20 hours/week)

Faculty Instructor is Supervisor

Duty	Hours per week
View all lectures	5
Read required readings/view required material	2
Hold office hours	2
Respond to email/discussion board/Canvas messages	3
Grade assignments	4
Weekly meeting with faculty supervisor	1
Misc. tasks (including but not limited to helping to prepare exams, proctoring make-up exams, meeting with students outside of office hours, dealing with student issues as they arise, updating items on Canvas, grading, etc.)	3
Total:	20

***Please note that the times listed above are averages. In some weeks, the TA may spend very little or no time on one particular duty and significantly more on another, depending on the particular week. For example, during finals week, little time may be spent viewing lectures, but significant time may be spent on grading.