



## 12.03.99.D1.01

## Faculty Workload

Approved: March 14, 2014

Revised: June 15, 2017

Next Scheduled Review: June 15, 2020

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### Procedure Statement

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This procedure is established to provide specific guidelines regarding the workload for faculty. The assignments will be implemented only as institutional resources are available, with teaching loads having the first priority.

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### Reason for Procedure

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Consistent with The Texas A&M University System Policy Statement 12.03 Faculty Academic Workload and Reporting Requirements and general policies developed by the Texas Higher Education Coordinating Board (THECB), this procedure documents the regulations and standards for the interpretation of institutional workload requirements and for the range of acceptable assignments within its definitions of faculty workload.

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### Procedures and Responsibilities

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#### 1. GENERAL

- 1.1 To support the mission of Texas A&M University-Central Texas, members of the faculty perform their classroom duties and carry out a variety of essential functions. Examples of regular faculty responsibilities include the following functions: academic advising; supervision of undergraduate and graduate students; direction of individual studies, theses, and dissertations; leadership in curriculum development; participation in school and university governance; scholarship; and participation in professional activities, and special projects of the university.
- 1.2 Acknowledging the diverse responsibilities of its faculty, the university supports an equitable and reasonable workload assignment system. Tenured, tenure-track, and professional track faculty are treated the same with respect to the determination of faculty workload credit.
- 1.3 The academic workload standard for full-time tenured and tenure-track faculty members is 12 workload credits per semester. (Part-time faculty workload credits are proportional to the full-time equivalent appointment.) These workload credits are assigned for direct instruction and for a variety of instructionally-related,

administrative, scholarly, and service activities. The instructional component is consistent with System Policy 12.03 *Faculty Academic Workload and Reporting Requirements*.

- 1.4 Consistent with System Policy 12.07 Fixed Term Academic Professional Track Faculty, certain individuals whose excellence in teaching, research, or service make them beneficial members of the university may be hired as professional track faculty as a means of providing them with stable, long-term employment. The academic workload standard for professional track faculty is 12 workload credits per semester in addition to other duties as assigned equivalent to 3 workload credits per long semester. These additional duties may require the teaching of an additional course during a long semester, or the needs of a faculty member's department may determine that other non-instructional duties are required. Examples of other non-instructional duties include: academic advising; participation in school and university governance; scholarship; participation in professional activities; and special projects of the university. If a professional track faculty member teaches five courses equivalent to three workload credits each in a long semester they may be released from all other administrative, scholarly, and service activities, and other duties as assigned.
- 1.5 Assignments of non-instructional workload credit are made by the Dean on the basis of recommendations made by the appropriate Department Chair in consultation with the departmental faculty. Non-instructional workload assignments greater than 6 workload credits require the approval of the Provost and Vice President for Academic and Student Affairs.

## 2. WORKLOAD CREDIT-GENERATING DIRECT INSTRUCTION

2.1. Direct teaching activities include but are not limited to the following:

- a) instruction of lecture and seminar courses, and independent studies,
- b) laboratory and clinical instruction, music ensemble, and studio art,
- c) supervision of student teachers, and interns,
- d) private music lessons,
- e) chairing master's thesis committees,
- f) chairing doctoral dissertation committees,
- g) teaching a practicum as a group course, and
- h) team teaching.

2.2 Guidelines for assigning workload credits for credit-generating activities are provided below and are based on the standard 3 credit hour course. Workload credits for classes that are greater than or less than a standard 3 credit hour class will receive proportional workload credit.

- 2.2.1 Undergraduate Lecture and Seminar Courses. Academic workload credit is equal to the credit hour value of the course. (3-credit-hour course section = 3 workload credits.)

- 2.2.2 Graduate Lecture and Seminar Courses. Academic workload credit is equal to the course credit hours multiplied by 1.33. (3-credit-hour course section = 4 workload credits.)
- 2.2.3 Lecture/lab Courses. Academic workload credit for the lecture portion of a lecture/lab course is equal to the contact hours assigned to the lecture portion of the course in the University Catalog. (The lecture portion of a 2:3-contact-hour lecture/lab course = 2 workload credits.)
- 2.2.4 Laboratory Instruction, Music Ensemble, Studio Art. Academic workload credit is equal to the instructional contact hours per week multiplied by 0.67. (3-contact-hour lab section = 2 workload credits; 6-contact-hour art studio = 4 workload credits.)
- 2.2.5 Student Teacher Supervision. Academic workload credit for supervising student teachers in a 6-credit-hour course is 0.5 workload credit per student enrolled. Academic workload credit for supervising student teachers in a 3-credit-hour course is 0.25 workload credit per student enrolled. (6 students enrolled in a 6-hour student teaching course = 3 academic workload credits.)
- 2.2.6 Private Music Lessons. Academic workload credit is 0.67 load credits for each contact hour per student enrolled. (3 students taught for one contact hour each = 2 workload credits.)
- 2.2.7 Master's Thesis Committee Chair. Some faculty members will serve on thesis committees and/or direct theses as a normal part of their contractual responsibilities. Other faculty members who do not have thesis committee service and/or thesis direction as a part of load may be awarded additional academic workload credit for that purpose upon the recommendation of the Dean and approval of the Provost. The proportion of workload credit assigned rests with the individual schools due to their unique and specific needs. Faculty members who do not have assigned workload for thesis supervision will receive 0.5 workload credit per graduated student for which they were assigned as master's thesis chair. Faculty members may receive a stipend at the appropriate proportion of the university overload rate.
- 2.2.8 Doctoral Dissertation Committee/MFA Thesis Chair. Some faculty members will have work assignments that encompass serving on dissertation/thesis committees and/or directing doctoral dissertation or MFA theses as a normal part of their contractual responsibilities. Other faculty members who do not have dissertation/MFA thesis committee service and/or doctoral dissertation or MFA thesis direction as a part of load may be awarded additional academic workload credit for that purpose upon the recommendation of the Dean and approval of the Provost. The proportion of workload credit assigned rests with the individual schools due to their unique and specific needs. Faculty members who do not have assigned substantial workload for doctoral dissertation/MFA thesis supervision will receive 1.00 workload credit per graduated doctoral/MFA student for which they were assigned as doctoral dissertation

chair/MFA thesis chair. Faculty members may receive an equivalent stipend at the appropriate proportion of the university overload.

2.2.9 Practicum Taught as Group Course. Academic workload credit equals the credit hour value of the course.

2.2.10 Team Teaching. Instructors who team teach classes receive academic workload credit in proportion to their instructional responsibility for the course. (For example, two instructors each having 50% responsibility for teaching a 3-credit-hour lecture course would each receive 1.5 academic workload credits.)

2.2.11 Independent Study. Under normal circumstances, faculty that teach an Independent Study will not receive workload credit. Faculty offer Independent Study on a strictly voluntary basis. A faculty member cannot be required to offer an independent study.

### 3. ADMINISTRATIVE ASSIGNMENTS

3.1 Faculty members, below the level of Dean, may receive up to 6 workload credits per semester for performing those duties related to the administrative assignments. The amount of workload credit for administrative duties that a faculty member receives is dependent upon the complexity of the department or program, the assigned duties of the position, and the number of faculty members or students supervised. Positions in which a faculty member is given an administrative, supervisory, or coordinative assignment directly related to the instructional programs and purposes of the university include: chair of a department and coordinator/director of a center, a program, or a clinic.

### 4. NON-ADMINISTRATIVE ACADEMIC ASSIGNMENTS

4.1 Academic workload credit may occasionally be given for non-administrative academic assignments, including instructionally-related activities, scholarship, service, and other academically-related assignments.

4.2 A faculty member may earn workload credits to be used the current semester or "banked" for subsequent semesters within the fiscal year (September 1 -August 31) providing they don't exceed the academic workload standard as described in sections 1.3, 1.4 and 5.1, except for research grant-related workload banking that may be used within two fiscal years.

4.3 During the academic year, a faculty member, with the approval of the Department Chair and Dean, may request possible academic workload credits for non-administrative reasons including: (1) instructionally-related activities, (2) scholarship, (3) service, and (4) special circumstances. Below is an explanation of the types of activities included in each of these categories:

- a) teaching large classes of over 50 students, or those that involve supervision and coordination of teaching assistants, graders, or of multiple laboratory or discussion sections;
- b) teaching classes that require an unusual amount of effort related to course development, delivery, or assessment, including graduate courses or capstone courses;
- c) teaching classes of over 20 students that are officially designated as Writing Intensive;
- d) developing new degree programs, conducting major curriculum revisions, or developing new courses;
- e) developing a new distance learning course;
- f) coordinating student advising;
- g) field-based course work;
- h) accreditation work

- 4.3.1 Large Lecture Classes. Large lecture classes of over 50 students may receive up to 4 workload credits to compensate for the additional workload involved in teaching these courses.
- 4.3.2 Writing Intensive Classes. Teaching officially designated Writing Intensive classes of over 20 students may receive up to 4 workload credits to compensate for the additional workload involved in teaching these courses.
- 4.3.3 Time Intensive Classes. Teaching classes that require an unusual amount of effort related to course development, delivery, or assessment, including graduate courses or capstone courses, may receive up to 3 workload credits/semester depending on the complexity and amount of work involved.
- 4.3.4 Curriculum and Course Development. Faculty involved in developing new degree programs, conducting major curriculum revisions, or developing new courses may receive up to 3 workload credits/semester depending on the complexity and amount of work involved.
- 4.3.5 Distance Learning. Faculty members developing online courses may receive workload credit according to guidelines established by the Office of Instructional Enhancement & Innovation.
- 4.3.6 Student Advising. Faculty members with major responsibilities for coordinating academic advising programs may receive up to 3 workload credits depending on the complexity, number of advisees, and amount of work involved.
- 4.3.7 Field-based Course Work. Faculty members who teach two or more field-based courses may receive up to 3 additional workload credits depending on the complexity and amount of work involved.

#### 4.4 Scholarship

- 4.4.1 While research, scholarship and/or creative activity is required for all faculty in tenure or tenure-track positions, a limited number of academic workload credits may be assigned for exceptional research, scholarship, or creative activities. Academic workload credit for scholarly and creative activities is recommended through a proposal submission process involving peer-review. Faculty granted academic workload credit for these activities must demonstrate progress in their efforts at the end of each semester of the workload credit. Peer review is necessary for any work to be deemed as scholarship for purposes of academic workload credit.
- 4.4.2 Academic workload credit may be provided for certain activities related to scholarship, such as preparation of a major research grant or contract proposal. Also, a faculty member may receive academic workload credits when external grants fund his or her salary. Finally, a new faculty member may receive academic workload credit to establish a research agenda and develop courses.
- 4.4.3 Proposals for scholarship workload credit of 6 hours or less should be made by a faculty member to their Department Chair and Dean for determination. Proposals for scholarship workload credit greater than 6 credits must also be forwarded to the Provost and Vice President for Academic Affairs for determination.
- 4.4.3.1 Preparation of Research Grant and Contract Proposals. Faculty members may receive up to 3 hours of workload credit to prepare a major research grant or contract proposal.
- 4.4.3.2 Externally Funded Grants. A faculty member may receive up to 12 workload credits per term when funding is provided by external research grants or contracts.
- 4.4.3.3 New Faculty. Faculty new to Texas A&M University-Central Texas may receive up to 3 semester hours of workload credit each semester during their first year of employment for the purpose of establishing their research agendas and developing courses.

#### 4.5 Service

- 4.5.1 A faculty member may receive academic workload credit for extraordinary service at the university, in the academic discipline, and/or to the public.
- 4.5.1.1 Professional Service Activities. The amount of workload credit granted by the Dean for service depends on the complexity and workload of the service activity. Faculty members may receive up to 3 academic workload credits for service activities such as: writing a major training or professional development grant, chairing a major university or school committee, chairing an accreditation self-study task force, editing a major academic journal, serving in a leadership role in a national or regional

professional organization, or carrying an unusually heavy service assignment.

4.5.1.2 President of the Faculty Senate. The President of the Faculty Senate receives 3 academic workload credits per long semester.

#### 4.6 Special Circumstances

4.6.1 The President may grant academic workload credit for special presidential assignments

### 5. UNDERLOADS AND OVERLOADS

5.1 Because of fractional workload assignments that may not add exactly up to 12 workload credits per semester, workload credit totals between 11.50 and 11.99 are rounded up to 12 and considered to be full-time. A faculty member is considered to be in an overload situation in a fall or spring semester when total academic workload credits equal 13 or higher. At the option of the faculty member at the time the overload assignment is agreed upon, monetary compensation of \$1,000.00/credit hour can either be provided during that semester, or compensating workload reduction can be agreed to in a subsequent term in the same fiscal year (September 1-August 31).

### 6. MONITORING WORKLOAD

#### 6.1 School Responsibilities and Procedures

6.1.1 Within the framework of university workload rules, each school, with formal advice from and by majority vote of the faculty, will develop procedures for assigning academic workload credit.

6.1.2 The ultimate responsibility for ensuring compliance with workload rules and equity across the school lies with the Dean.

#### 6.2 University Responsibilities

6.2.1 The Provost and Vice President for Academic and Student Affairs has final responsibility for the approval of academic workloads in conformity with university rules and procedures and Texas A&M University System policies. The ultimate responsibility for ensuring workload equity across the university lies with the Provost.

### 7. REQUESTS FOR REVIEW OF ACADEMIC WORKLOAD ASSIGNMENTS

7.1 Texas A&M University-Central Texas recognizes the right of faculty members to request a review of workload assignments before a panel of peers. The Complaint and Appeal Procedures for Faculty Members in SAP 32.01.01.D0.01 will be used for review of academic workload assignments.

### 8. REQUIRED REPORTS

8.1 This Director of Institutional Research and Assessment shall collect, analyze, compile and consolidate data necessary to generate the Faculty Report (CBM-008) required by THECB and the Faculty Workload Report as Effectiveness shall submit all related reports to the Provost/VPASA for review prior to submission to the President for approval and then to the Chancellor of the Texas A&M University System Board of Regents and THECB. The standard reporting format and deadlines as provided by THECB will be followed.

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## **Related Statutes, Policies, or Requirements**

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System Policy [12.03 Faculty Academic Workload and Reporting Requirements](#)

Education Code: Section 51.402 (b), (c), and (d)

University Rule *12.03.99.D1 Faculty Workload*

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## **Contact Office**

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Provost and Vice President for Academic and Student Affairs  
(254) 519-5447