



Approved: March 14, 2014

Revised: August 1, 2017

Next Scheduled Review: August 1, 2020

Rule Statement

This rule is established to provide specific guidelines regarding the minimum academic workload for faculty.

Reason for Rule

This rule establishes standards for the interpretation of institutional workload requirements and outlines the range of acceptable assignments to ensure compliance with System Policy 12.03, *Faculty Academic Workload and Reporting Requirements*.

Procedures and Responsibilities

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. The university follows the university procedure 12.03.99.D1.01 *Faculty Workload* which specifies the amount of workload credit that may be granted for various faculty assignments. 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.
- 1.5 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.
- 1.6 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 in university procedure 12.03.99.D1.01 *Faculty Workload*.

3. ADMINISTRATIVE ASSIGNMENTS

- 3.1 Faculty members may receive workload credits for 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. Guidelines for assigning workload credits for administrative assignments are provided in university procedure 12.03.99.D1.01 *Faculty Workload*.

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. 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), except for research grant-related workload banking that may be used within two fiscal years.
- 4.2 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. Guidelines for assigning workload credits for non-administrative academic assignments are provided in university procedure 12.03.99.D1.01 *Faculty Workload*.

5. SCHOLARSHIP

- 5.1 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.
- 5.2 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. Guidelines for assigning workload credits for scholarship are provided in university procedure 12.03.99.D1.01 *Faculty Workload*.

6. SERVICE

- 6.1 A faculty member may receive academic workload credit for extraordinary service at the university, in the academic discipline, and/or to the public. Guidelines for assigning workload credits for service are provided in university procedure 12.03.99.D1.01 *Faculty Workload*.

7. SPECIAL CIRCUMSTANCES

- 7.1 The President may grant academic workload credit for special presidential assignments. With the consent of the Provost and Vice President for Academic Affairs, a Dean may grant academic workload credit for reasons not described in this rule.

8. MONITORING WORKLOAD

- 8.1 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. The ultimate responsibility for ensuring compliance with workload rules and equity across the school lies with the Dean.
- 8.2 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 The Texas A&M University System policies. The ultimate responsibility for ensuring workload equity across the university lies with the Provost.

9. REQUESTS FOR REVIEW OF ACADEMIC WORKLOAD ASSIGNMENTS

- 9.1 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 University SAP 32.01.01.D0.01 will be used for review of academic workload assignments.

10. REQUIRED REPORTS

- 10.1 The Director of Institutional Research and Assessment shall collect, analyze, compile and consolidate data necessary to generate the Faculty Report (CBM-008) required by the Texas Higher Education Coordinating Board (THECB) and the Faculty Workload Report as referenced in System Policy 12.03 *Faculty Academic Workload and Reporting Requirements*. The Director of Institutional Research and 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.

Related Statutes, Policies, or Requirements

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

[System Policy 12.07 Fixed Term Academic Professional Track Faculty](#)

University Procedure *12.03.99.D1.01 Faculty Workload*

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

Contact Office

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