

12.03.99.D1.01

Faculty Workload



Approved: March 14, 2014

Revised: January 13, 2017
October 9, 2020

Next Scheduled Review: October 9, 2025

Procedure Summary

This procedure is established to provide specific guidelines regarding the workload for faculty. Workload assignments will be determined by available institutional resources and the needs of the university, with direct instruction given first priority.

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 college and university governance; scholarship; and participation in professional activities and special projects of the university such as commencement.
- 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 standard academic workload for full-time tenured and tenure-track faculty members is 24 workload credits per academic year. (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 30 workload credits per academic year.

1.5 Assignments of non-instructional workload credit are made by the department chair and the college dean.

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.) Teaching graduate courses requires faculty to maintain graduate faculty status, participate fully and actively in scholarship associated with their discipline and transmittable into the classroom.

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 colleges due to their unique and specific needs. Faculty members who do not have assigned workload for thesis supervision will receive 1.0 workload credit per student for which they were assigned as master's thesis chair.
- 2.2.8 Doctoral Dissertation Committee. Faculty members will receive 1.0 workload credit per every three (3) hours of dissertation credit for which they were assigned as doctoral dissertation chair.
- 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.) A chairperson, with approval from the dean, may allow more workload credit under exceptional circumstances as the faculty time commitment warrants.
- 2.2.11 Independent Study. Faculty may sponsor an independent study on a voluntary basis. Though the use of independent studies should be minimal, it is sometimes necessary in situations where the feasibility of a regular class is not possible, such as a late cancellation and a few students that must have the class to graduate. In these cases, with the approval of the dean, faculty members offering an independent study will receive 0.2 workload credits per student taught.

3. ADMINISTRATIVE ASSIGNMENTS

- 3.1 Faculty members may receive workload credits for performing administrative assignments. The amount of workload credit for administrative duties that a faculty member receives is dependent upon the complexity of the assigned duties of the position and must be approved by the dean. Guidelines for department chairs is outlined in the *Department Chair Compensation Model* document.

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 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 classes that require an unusual amount of time and effort related to course development, size, delivery, and/or assessment methodology. Each class that requires an unusual amount of time and effort may receive up to one(1) additional workload credit per semester with appropriate justification;
- b) Teaching courses officially designated as Writing Instructive are normally capped at 20 students. Writing Instructive classes that have over 24 students may receive additional workload credit to compensate for the additional workload involved in teaching these courses; WI courses should not exceed 32 students under any circumstance.
- c) Developing new degree programs or conducting major curriculum revisions may receive additional workload credits depending on the complexity and amount of work involved. Workload release greater than 4 workload credits per semester need to be approved by the provost;;
Student advising is normally part of a faculty member's workload. 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 Scholarship

4.3.1 While research, scholarship and/or creative activity is required for all faculty in tenure or tenure-track positions, academic workload credits may be assigned for research, scholarship, or creative activities that generally rise above the normal scholarship expectations for a faculty in a tenured tenure-track or professional track position. Academic workload credit for scholarly and creative activities is approved by the college dean. .

4.3.2 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.

4.3.3 New Faculty. Faculty new to Texas A&M University-Central Texas, as clarified in the official offer letter, may receive up to 6 semester hours of workload credit total during their first academic year of employment for the purpose of establishing their research agendas and developing courses.

4.4 Service

4.4.1 A faculty member may receive academic workload credit for extraordinary service at the university, in the academic discipline, and/or to the public.

4.4.1.1 President of the Faculty Senate. The President of the Faculty Senate receives 6 workload credits during the academic year.

4.4.1.2 Chair of the Institutional Review Board. The chair of the Institutional Review Board receives a stipend from the Office of Research.

4.4.1.3 Chair of the University Curriculum Committee. The chair of the University Curriculum Committee receives 3 workload credits during the fall semester when the majority of the curriculum work is occurring. If the University Curriculum Committee continues working during the spring semester then up to an additional 3 workload credits may be approved.

4.5 Special Circumstances

4.5.1 The president, provost or dean may grant academic workload credit for special assignments not discussed in this document.

5. UNDERLOADS AND OVERLOADS

5.1 Because of fractional workload assignments that may not add exactly up to 24 workload credits for tenured or tenure track faculty or 30 workload credits for professional track faculty per academic year, workload credit totals of at least 23.5 are considered to be full-time for tenured and tenure-track faculty per academic year, and workload credit totals of at least 29.5 are considered to be full-time for professional track faculty. A faculty member is considered to be in an overload situation in a fall or spring semester when total academic workload credits equal 24.5 or higher for tenured and tenure-track faculty and 30.5 or higher for professional track faculty. Faculty may decline overload assignments at which point the department chair is responsible for adjusting the assignment to bring the workload to 24 or 30 for the academic year.

5.2 A faculty member may earn workload credits to be used during the current semester or "banked" for subsequent semesters within the academic year providing they don't exceed the academic workload standard as described in sections 1.3, 1.4 and 5.1.

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 or compensating workload reduction can be agreed to in a subsequent term in the same academic year. Absent an exceptional circumstance and provost approval, faculty cannot get paid for overload credit resulting from reassignment credit.

6. MONITORING WORKLOAD

6.1 College Responsibilities and Procedures

6.1.1 The ultimate responsibility for ensuring compliance with workload rules and equity across the college lies with the dean.

6.2 University Responsibilities

6.2.1 The provost 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 The Office of Institutional Research and Assessment, in concert with the Office of the Provost, shall collect, analyze, compile and consolidate data necessary to generate the Faculty Report (CBM-008) required by 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 Assessment 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](#)

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

University Rule *12.03.99.D1 Faculty Workload*

Contact Office

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