

## 12.03.99.D1 Faculty Workload

Approved: March 14, 2014  
Revised: August 1, 2017  
December 1, 2020  
Next Scheduled Review: December 1, 2025



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### Rule Summary

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This rule is established to provide specific guidelines regarding the minimum academic workload for faculty. Assignments are determined by the availability of institutional resources and the needs of the university with direct instruction given first priority.

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### Rule

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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 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. 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 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 appropriate Department Chair in consultation with 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 in university procedure 12.03.99.D1.01 *Faculty Workload*.

## 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 are 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. 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 research, scholarship, or creative activities that generally rise above the normal scholarship expectations for faculty. Academic workload credit for scholarly and creative activities is approved by the dean.

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, provost, or dean may grant academic workload credit for special assignments not addressed in this document. 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 The ultimate responsibility for ensuring compliance with workload rules and equity across the college 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.

## 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 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 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 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.

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

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[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)

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## **Contact Office**

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