Rule Statement

This rule 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.

Reason for Rule

This rule documents the standards for full-time faculty academic workload requirements and the range of acceptable assignments within the definitions of faculty workload in accordance with System Policy 12.03 Faculty Academic Workload and Reporting Requirements.

Procedures and Responsibilities

1. GENERAL

1.1 The workload assignment must be primarily the responsibility of an academic unit and its department or college head. These administrators must be held accountable for individual compliance with institutional procedures. (THECB Faculty Workload Policy Guidelines, 1999)

1.2 In order to accommodate disciplinary, department and college differences, each college will establish, publish and consistently administer faculty load practices that follow guidelines described in this rule.

2. TEACHING LOAD

2.1 Tenured/Tenure-track faculty

2.1.1 Academic teaching load is only part of total workload which also includes Research, Scholarly and Creative Activities (RSCA).
2.1.2 The normal academic teaching load for tenured/tenure-track faculty members is 24 workload credits per academic year.

2.1.3 Academic teaching load should not exceed 15 workload credits in any given long semester.

2.2 Non-tenure-track faculty

2.2.1 For non-tenure-track faculty, teaching is the primary assignment, though professional development and service may be expected as well. However, there is no RSCA expectation for these faculty members.

2.2.2 The normal academic teaching load for non-tenure-track faculty is 30 workload credits per year.

2.2.3 Academic teaching load should not exceed 18 workload credits in any given long semester.

2.2.4 Faculty converted from tenure-track to non-tenure-track will have an academic teaching load of 30 workload credits per year.

2.3 Teaching loads may vary as specified by contract, but must meet minimum standards described in System Policy 12.03.

2.4 The non-instructional workload may include administrative, scholarly and service activities.

3. CREDIT-GENERATING ACTIVITIES

3.1 For the purpose of calculating teaching loads, the following equivalents will be used:

3.1.1 Undergraduate Lecture and Seminar Courses: 1.0 semester credit hours equivalent to 1.0 workload credit.

3.1.2 Graduate Lecture and Seminar Courses: 1.0 semester credit hours equivalent to 1.33 workload credits.

3.2 Each college shall develop and maintain a published procedure for workload in the following areas:

3.2.1 Honor’s Thesis Supervision.

3.2.2 Master’s Thesis Supervision.

3.2.3 Doctoral Dissertation Supervision.
3.2.4 Independent Study.

3.2.5 Laboratory Instruction.

3.2.6 Clinical Instruction.

3.2.7 Music Studio and Ensemble Instruction.

3.2.8 Art Studio Instruction.

3.2.9 Team Teaching.

3.3 College procedures are subject to periodic review and approval by the Provost, in consultation with Deans’ Council and the Faculty Senate President.

3.4 It is the responsibility of department heads and college deans to ensure that workload credits are assigned equitably.

3.4.1 Faculty complaints about workload credit assignment are to be addressed at the department level and referred to the college dean, if unresolved.

3.4.2 The Dean will convene an ad hoc Panel of Peers to review workload complaints, as described in Section 7 of this rule.

3.5 Workload credits not applied during an academic year must be applied in the next long semester, or they will be forfeited.

3.5.1 A faculty member may voluntarily waive claim to workload credits.

3.5.2 Voluntary forfeiture must be accompanied by a written agreement, signed by the faculty member, the Department Head and the College Dean.

3.6 An individual faculty member should not be responsible for teaching more than 500 undergraduate students or 150 graduate students in a given semester without appropriate support services.

3.6.1 Appropriate support services may include one or more of the following, as deemed appropriate by the faculty member, the Department Head and the College Dean:

3.6.1.1 Graduate assistant, or

3.6.1.2 Part-time administrative assistant, or

3.6.1.3 Student worker to assist with non-class related activities, or

3.6.1.4 Other, as deemed appropriate and necessary.
4. ADMINISTRATIVE ASSIGNMENTS

4.1 Faculty members may receive workload credit for designated administrative assignments.

4.2 The amount of workload credit is dependent upon the complexity of the assignment and the number of faculty, staff and/or students supervised.

4.3 Positions may include:

   4.3.1 Assistant or Associate Dean.

   4.3.2 Director of a School, Center, Program or Clinic.

   4.3.3 Department Head.

   4.3.4 Program Coordinator.

   4.3.5 Others, as deemed necessary.

5. NON-ADMINISTRATIVE ASSIGNMENTS

5.1 Adjustments to workload credit may also be given for non-administrative assignments for special circumstances that advance the mission of the department, college and university.

5.2 These activities may include, but are not limited to:

   5.2.1 Program and Curriculum Revisions, such as:

      5.2.1.1 Developing a new degree program.

      5.2.1.2 Conducting major curriculum revisions.

      5.2.1.3 Developing a new course.

      5.2.1.4 Developing an online version of an existing course.

      5.2.1.5 Program reviews, including evaluation of SLOs and program effectiveness.

   5.2.2 Coordinating student advising or student learning support activities.

   5.2.3 Scholarship-related activities

      5.2.3.1 Preparation of a major grant or contract proposal.
5.2.3.2 Initiation of a major research project.

5.2.3.3 Reassigned time required for and funded by an external funding source.

5.2.3.4 Reassigned time for scholarly activities will comply with time and effort requirements described in University Procedure 15.01.01.R0.04 Time and Effort Certification.

5.2.4 New faculty may receive workload credit for a defined time for:

5.2.4.1 Course development.

5.2.4.2 Initiation of scholarly activities.

5.2.4.3 Other duties as necessary to meet departmental expectations.

5.2.5 Supervision and direction of doctoral level graduate students.

5.2.6 Extraordinary service activities directly supporting the institutional mission, goals, and/or public interest as determined by the President or the Provost.

5.2.7 Special presidential initiatives.

5.3 With the consent of the Provost, a college dean may grant workload credit for reasons not described.

6. MONITORING WORKLOAD

6.1 Consistent with System Policies and University Rules and Procedures, ensuring an equitable academic workload is ultimately the responsibility of the Provost, in consultation with Deans and Departments Heads.

6.2 All faculty workload reports are to be submitted to the Provost and Vice President for Academic Affairs, who submits the reports through administrative channels for approval and comment as appropriate prior to submitting the reports to the Chancellor and the Texas Higher Education Coordinating Board (THECB). The standard reporting format and deadlines as provided by the THECB in accordance with Section 51.402 (c) and Section 51.403 (b), (c) and (d) of the Texas Education Code will be followed.

7. REQUEST FOR REVIEW OF ACADEMIC WORKLOAD ASSIGNMENTS

7.1 The faculty member has the right to request a review of workload assignment before a Panel of Peers.

7.2 The Panel of Peers will:
7.2.1 Be established on an *ad hoc* basis only.

7.2.2 Consist of three to five tenured faculty from the faculty member’s college, preferably from outside the faculty member’s department.

7.2.3 Conduct an investigation into the faculty member’s complaint, using whatever materials or means necessary to reach a valid conclusion.

7.2.4 Make a recommendation to the Dean, who will make a decision concerning the complaint.

7.3 The Dean’s decision will be communicated to the faculty member and department head.

7.4 Should the faculty member not be satisfied with the Dean’s decision, all materials will be forwarded to the Provost for review and final disposition.

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**Related Statutes, Policies, or Requirements**

Texas Education Code [Section 51.402](#) and [Section 51.403](#)

THECB Faculty Workload Policy Guidelines, May 13, 1999

System Policy *12.03 Faculty Academic Workload and Reporting Requirements*

University Procedure *15.01.01.R0.04 Time and Effort Certification*

Suspends University Procedure *12.03.99.R0.01 Faculty Workload*

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**Appendix**

*Workload Equivalency Form – Reassigned Time Request*

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**Contact Office**

Provost and Vice President for Academic Affairs
903-886-5439