

12.03.99.O1.01 Faculty Workload

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Procedure Statement

This Procedure is established to provide 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 Procedure

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. This Procedure is required by System Policy [12.03 Faculty Workload and Reporting Requirements](#).

Process

1. GENERAL

Assignments of non-instructional workload credit are made by the division head of each School 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 Affairs.

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

- 1.1 instruction of lecture and seminar courses,
- 1.2 laboratory and clinical instruction, music ensemble, and studio art,
- 1.3 supervision of student teachers,
- 1.4 private music lessons,
- 1.5 chairing master's thesis committees,
- 1.6 chairing doctoral dissertation committees,
- 1.7 teaching a practicum as a group course, and
- 1.8 team teaching.

Provided below are more specific guidelines for the assignment of workload credit for direct instruction, administrative assignments and non-administrative academic assignments:

2. CREDIT-GENERATING DIRECT INSTRUCTION WORKLOAD CREDITS.

Generally, workload credits will be assigned to direct teaching activities as described below.

- 2.1 Undergraduate Courses: Academic workload credit is equal to the credit hour value of the course. (3-credit-hour course section = 3 workload credits.)
- 2.2 Graduate Courses: Academic workload credit is equal to the credit hour value of the course. Based on the enrollment of a graduate course, and upon approval by the School Head, full-time faculty may receive up to four (4) workload credits.
- 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.)
- 2.4 Laboratory Instruction: Academic workload credit is equal to the instructional contact hours per week multiplied by .67. (3-contact-hour lab section = 2 workload credits; 6-contact-hour art studio = 4 workload credits.)
- 2.5 Student Teacher Supervision: Academic workload credit for supervising student teachers in a 6-credit-hour course is .5 workload credit per student enrolled. Academic workload credit for supervising student teachers in a 3- credit-hour course is .25 workload credit per student enrolled. (6 students enrolled in a 6- hour student teaching course = 3 academic workload credits.)
- 2.6 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.
- 2.7 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.)
- 2.8 Due to the differences in scope and responsibility of work assignments of full- time versus part-time faculty members (scholarship, service, and student advisement, etc.), part-time faculty members are assigned a 20% teaching load for each 3 semester credit hour course assigned. If they are assigned 6 semester credit hours of course instruction, they will be credited with 40% teaching load, and so on.

3. ADMINISTRATIVE ASSIGNMENTS

Faculty members assigned to administrative positions below the level of school head (for example, department chair, academic program coordinator, and coordinator or director of a center, a program or a clinic) may receive reassigned workload credits for performing those duties. The amount of workload credit assigned depends upon the complexity of the department or program, the assigned duties of the position, and the number of faculty members or students supervised.

4. NON-ADMINISTRATIVE ACADEMIC ASSIGNMENTS

4.1 Instructionally Related Workload Credits: Various activities directly related to instruction may receive academic workload credit. The following adjustments to faculty academic workload may be allowed, as further defined by school procedures.

4.2 Large Lecture Classes: Large lecture classes, especially those with writing assignments, essay tests, or similar complex tasks, or that involve supervision and coordination of teaching assistants, graders, or of multiple laboratories or discussion sections may receive up to 4 workload credits to compensate for the additional workload involved in teaching these courses. As an alternative, a graduate teaching assistant may be assigned to assist with grading and other class-related work.

4.3 Curriculum and Course Development: Faculty involved in developing new degree programs, conducting major curriculum revisions, developing online courses, or developing new courses may receive up to 3 workload credits depending on the complexity and amount of work involved.

4.4 Student Advising: Faculty members with major responsibilities for coordinating academic advising programs may receive up to 3 workload credits depending on the complexity and amount of work involved.

5. SCHOLARSHIP WORKLOAD CREDITS

5.1 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.

5.2 New Faculty: Faculty new to Texas A&M University-San Antonio may receive up to 3 semester hours of workload credit during their first semester of employment for the purpose of establishing their research agendas and developing courses.

6. SERVICE WORKLOAD CREDITS

Professional Service Activities: The amount of workload credit granted by the school head

for service depends on the complexity and workload of the service activity. Faculty members may receive up to 6 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.

7. WORKLOAD CREDIT FOR SPECIAL CIRCUMSTANCES

- 7.1 The President may grant up to 12 academic workload credits per semester for special assignments.
- 7.2 With the consent of the Provost and Vice President for Academic Affairs, a school head may grant workload credit for reasons not described in the university's workload rule.

8. UNDERLOADS AND OVERLOADS

Because of fractional workload assignments that may not add exactly up to 12 workload credits per semester, workload credit totals between 11.00 and 13.00 are rounded 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 is greater than 13. At the option of the faculty member at the time the overload assignment is agreed upon, monetary compensation at adjunct rates 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).

9. WORKLOAD ASSIGNMENT

- 9.1 Faculty workload will be assigned by the Department Chair with oversight by the School Head.
- 9.2 While maintaining school-level flexibility within University rules, the school procedures must include:
 - 9.2.1 mechanisms for faculty within disciplinary areas along with the program coordinator and/or department chair to develop a plan for academic workload assignments for each faculty member in that discipline,
 - 9.2.2 mechanisms for faculty to apply for non-instructional workload credit using the appropriate University forms,
 - 9.2.3 mechanisms for documenting the results of the activities for which workload

credit was granted, and

9.2.4 mechanisms for department chairs and school heads to review and request adjustments to workload plans and assignments proposed by faculty in disciplinary areas.

9.3 Procedures for including requests for workload credit for activities other than direct instruction and consequent workload assignments and plans in faculty personnel files and for taking account of these matters in tenure, promotion, and other personnel decisions.

9.4 To help assess academic workload, each school must complete a Faculty Workload Report as prescribed by the Texas Higher Education Coordinating Board. Each semester the school head completes and returns the report to the Provost and Vice President for Academic Affairs. The report describes in specific terms the means by which each FTE faculty member meets the twelve academic credit workload.

10. REQUESTS FOR REVIEW OF ACADEMIC WORKLOAD ASSIGNMENTS

Any faculty member may request a review of his/her workload by the School Head and Provost.

Related Statutes, Policies, or Requirements

Texas A&M University System Policy [12.03 Faculty Workload and Reporting Requirements](#)

A&M-San Antonio Rule [12.03.99.01 Faculty Workload](#)

Contact Office

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