

## 12.03.99.01 FACULTY WORKLOAD

Approved: November 4, 2012

Reviewed: January, 2015

Reviewed: May 10, 2019

Next Scheduled Review: May 10, 2024



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### RULE STATEMENT

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This Rule 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.

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### REASON FOR RULE

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

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### OFFICIAL RULE

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#### 1. GENERAL

- 1.1 To support the mission of Texas A&M University-San Antonio (A&M-San Antonio), members of the faculty perform their classroom duties and carry out a variety of essential functions. As part of their regular faculty responsibilities, faculty members are expected to satisfactorily perform 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, community 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 guidelines described below and in [A&M-San Antonio Procedure 12.03.99.O1.01 \*Faculty Workload\*](#), which specifies the amount of workload credit that may be granted for various faculty assignments.
  
- 1.3 The academic workload standard for faculty members are as follows:
  - 1.3.1 For tenure-track and tenured faculty members with research expectations: six 3-semester credit hour undergraduate courses or its equivalent per academic year;
  
  - 1.3.2 For purposes of computing workload credit, one semester credit hour of graduate instruction will be considered the equivalent of one and one-half semester credit hours of undergraduate instruction (i.e., a three semester credit hour graduate class is equivalent to four and one half semester credit hour workload credit);
  
  - 1.3.3 For non-tenure-track, full-time faculty members with service and no research expectations: eight 3-semester credit hour courses or its equivalent per academic year;
  
  - 1.3.4 For non-tenure track, full time faculty members with no service and no research expectations: ten 3-semester credit hour courses or its equivalent per academic year;

Adjustments to the standard faculty workloads may be made by the department chair in compliance with [System Policy 12.03 \*Faculty Academic Workload and Reporting Requirements\*](#).

- 1.4 Due to the differences in scope and responsibility of work assignments of full-time versus part-time faculty members (scholarship and service), 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.
  
- 1.5 Assignments of non-instructional workload credit are made by the appropriate department chair in consultation with the college dean. Non-instructional

workload assignments greater than 50% per academic year require the approval of the college dean.

## 2. CREDIT-GENERATING DIRECT INSTRUCTION

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

- 2.1.1 Instruction of lecture and seminar courses;
- 2.1.2 Laboratory and clinical instruction, music ensemble, and studio art;
- 2.1.3 Supervision of student teachers, and graduate students in graduate programs such as counseling, leadership, and similar tutorial-types of programs;
- 2.1.4 Private music lessons;
- 2.1.5 Chairing master's thesis committees;
- 2.1.6 Chairing doctoral dissertation committees;
- 2.1.7 Teaching a practicum as a group course;
- 2.1.8 Team teaching;
- 2.1.9 Directed research;
- 2.1.10 Internships; and,
- 2.1.11 Undergraduate research.

2.2 Guidelines for assigning workload credits for these activities are provided in [A&M-San Antonio Procedure 12.03.99.01.01 \*Faculty Workload\*](#).

## 3. ADMINISTRATIVE ASSIGNMENTS

Faculty members may receive academic workload credit 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: dean, chairperson

of a department or director of a school, coordinator of a disciplinary area, and coordinator or director of a center, a program, or a clinic. For additional information, see [A&M-San Antonio Procedure 12.03.99.O1.01 Faculty Workload](#).

#### 4. NON-ADMINISTRATIVE ACADEMIC ASSIGNMENTS

4.1 Academic workload credit may also be given for non-administrative academic assignments, including instructionally related activities, scholarship, service, and other academically related assignments. A faculty member may accrue workload credits for "banked" credit in subsequent semesters with prior approval by the department chair. Once cumulative enrollment for directed research, internship, thesis or dissertation classes reaches 10 students for undergraduate courses or 6 students for graduate courses or as agreed upon with the faculty member's department chair, the faculty member can receive credit for one 3 hour credit course towards workload, which can be availed of within three years of earning that credit.

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:

4.2.1 Instructionally related activities,

4.2.2 Scholarship,

4.2.3 Service, and

4.2.4 Special circumstances. Below is an explanation of the types of activities included in each of these categories. Specific guidelines on the amount of workload credit allowed for the various activities are provided in [A&M-San Antonio Procedure 12.03.99.O1.01 Faculty Workload](#).

#### 4.3 Instructionally Related Activities:

Adjustments to workload credits may be allowed for various instructionally related assignments, including teaching assignments that include additional responsibilities. This category includes but is not restricted to:

- 4.3.1 Teaching large 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 laboratory or discussion sections;
- 4.3.2 Developing new degree programs, conducting major curriculum revisions, or developing new courses;
- 4.3.3 Developing distance learning courses, as discussed in [A&M-San Antonio Procedure 12.03.99.O1.01 Faculty Workload](#);
- 4.3.4 Teaching field-based courses in Education;
- 4.3.5 Coordinating student advising; and
- 4.3.6 Coordinating student internships, practicum, and field work placements.

#### 4.4 Scholarship

- 4.4.1 Academic workload credit may be assigned for research, intellectual contributions, and/or creative activity. 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.
- 4.4.2 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.

#### 4.5 Service

- 4.5.1 A faculty member may receive academic workload credit for extraordinary service at the University, in the academic discipline, and/or to the public. (See Section 4.3 of [A&M-San Antonio Procedure 12.03.99.O1.01 Faculty Workload](#) for examples.) Examples of extraordinary service include, but are not limited to the following: editorship of a peer reviewed journal, serving as a high ranking officer of an academic professional organization, and serving as Faculty Senate president.

## 4.6 Special Circumstances

4.6.1 The President may grant academic workload credit for special presidential assignments.

4.6.2 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.

## 5 MONITORING WORKLOAD

### 5.5 School Responsibilities and Procedures

5.5.1 Within the framework of University workload rules, each college, with formal advice from and by majority vote of the faculty, will develop procedures for assigning academic workload credit.

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

### 5.7 University Responsibilities

5.7.1 The Provost has final responsibility for the approval of academic workloads in conformity with University Rules and Procedures and System Policies. As the designated officer of the University, the Provost has ultimate responsibility for ensuring workload equity. Each semester, the Provost is responsible for submitting required reports to the System and the Texas Higher Education Coordinating Board regarding workload compliance.

## 6 REQUESTS FOR REVIEW OF ACADEMIC WORKLOAD ASSIGNMENTS

6.1 Texas A&M University-San Antonio recognizes the right of faculty members to request a review of workload assignments before a panel of peers. For details about the review process, see [A&M-San Antonio Procedure 12.03.99.01.01 Faculty Workload](#).

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## RELATED AUTHORITIES

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

A&M-San Antonio Procedure [12.03.99.O1.01 Faculty Workload](#)

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## **CONTACT OFFICE**

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