



## College of Education and Human Development Workload Policy

This Faculty Workload Policy Statement is developed to reflect the language in University Rule 12.03.99.01 Faculty Workload and in procedural guidance in University Policy 12.03.99.01.01 Faculty Workload

Approved: April 16, 2018 for implementation beginning Fall, 2018

### Minimum Workload Requirement

The workload requirement for faculty members paid 100% from Faculty Salaries is 12 workload credits per full semester. The workload requirement is proportionately less for less than full-time appointments (calculated at 20% effort per 3 SCH course taught).

### Who Must Be Reported

An entry must be made on the Faculty Workload Compliance Report for each person who:

- (1) is assigned responsibility for teaching a course for credit or
- (2) is paid any part of a salary from faculty salaries (see definition below).

### Faculty Salaries

Faculty salaries are salaries or wages of those engaged in the teaching function, inclusive of heads of teaching departments.

1. Faculty members receive workload credit from five areas (University Policy 12.03.99.01.01).
  - 1.1. **Credit-Generating Course Instruction:** Teaching workload credits are assigned to credit-generating courses. To ensure accuracy in the workload reporting, each person primarily responsible for delivering the course instruction will be assigned 3 workload credits. Team teaching initiatives will reflect a proportional workload credit for each faculty member assigned to the course (i.e., 2 faculty members assigned to one course = 1.5 workload credits per faculty member). Lab courses, inclusive of 1-hour activity courses, are calculated at the instructional contact hours per week x .67 (2 workload credits per 1-hour activity course that meets 3 hours/week).
    - 1.1.1 **Equivalent Workload Credits:** Faculty salaries may fund certain non-classroom, academic duties performed by faculty that enhance the teaching/learning process. No further assignment is required once the faculty member reaches a 12-hour workload.
  - 1.2. **Administrative Assignments:** The Dean may assign full-time faculty members to administrative positions based on the needs of the College, Department, or Program. These assignments may receive workload credit based on the complexity



- of the assignment, inclusive of number of faculty/students supervised, and the assigned duties of the position.
- 1.3. **Non-Administrative Academic Assignments:** The Dean may approve a reassignment of workload credit to account for large lecture classes (over 35 students) may be assigned up to 4 workload credits. In lieu of the change in workload credits, a graduate assistant may be assigned to the class. Faculty involved in major course revision, developing new courses, and developing online courses may receive up to a 3-workload credit. Faculty with major student advising responsibilities may receive up to 3-workload credits depending on the complexity of the work.
  - 1.4. **Scholarship Workload Credits:** Externally funded grants may warrant up to 12-workload credits per term when funding is provided by an external research grant or contract and faculty members follow the Pre-Award Process outlined by the Provost's office.
  - 1.5. **Service Workload Credits:** Faculty members may receive up to 6-workload credits for major service activities such as writing a major training or professional development grant, chairing a major university committee, chairing an accreditation self-study task force, editing a major academic journal, serving in a leadership role in a national professional organization, or other unusually heavy service assignment.
2. **Basic Workload Expectations by Faculty Type:** All full time, tenured/tenure track faculty members conduct instruction, engage in scholarly activities, and make significant contributions of service to the Institution. Faculty members receive workload credits for each of these three required areas. The faculty member and department chair determine equivalent workload credits for scholarship and service at the annual evaluation.
- 2.1. **Tenured/Tenure-Track Faculty Members:** hold a doctoral degree in their teaching field (or a closely related field) as their initial academic preparation and sustain their currency and relevance through academic engagement in scholarship and related activities. The recommended teaching load is 9 workload credits of credit generating courses per long semester.
  - 2.2. **Clinical/Professional Track Faculty Members:** hold a doctoral degree in their teaching field (or a closely related field) as their initial academic preparation, and sustain their currency and relevance through professional engagement, interaction, and relevant activities. The recommended classroom teaching load is 12 workload credits per long semester.
  - 2.3. **Lecturers:** may hold a doctoral degree in their field and/or hold a master's degree in their teaching field (or a closely related field) and join the faculty after several years of meaningful industry experience. They sustain their currency and relevance through continued professional experience and engagement related to their



professional backgrounds and experience. The recommended classroom teaching load is 15 workload credits per semester.

### 3. **Special Conditions Regarding Compliance**

- 3.1. **Payment of FACULTY SALARIES to exhaust accumulated leave time:** Faculty members fall into this category if they terminate employment, become ill, or die during any part of the year and the payment of salary to exhaust accumulated leave carries them into a fall or spring semester. These faculty members cannot be assigned teaching responsibilities and therefore cannot be in compliance with the minimum workload requirement. The department chair must provide a written explanation to the dean of the college for each faculty member not in compliance.
- 3.2. **Faculty who are unable to complete teaching assignment during a long semester:** Faculty members fall into this category if they terminate employment, become ill, or die during a long semester and their courses are reassigned to other faculty members in the department. The compliance status of the faculty member will be the same as their compliance status before the disabling condition or termination took place.
- 3.3. **Other reason for non-compliance:** Occasionally faculty members may be non-compliant for reasons not covered in 3.1 or 3.2 above. For example, a faculty member may have been placed on administrative leave or there may have been another circumstance that prevents a faculty member from teaching courses in a given semester.
- 3.4. **Faculty members not in compliance:** The reason for any faculty member not being in compliance with the minimum teaching requirement must be explained. For full-time faculty (those not covered by 3.1 or 3.2 above) who are not in compliance, the department chair may place the faculty member on a Professional Development Plan with specific guidelines, milestones, and timeline for compliance or initiate an appropriate Employee Payroll Action Form to adjust the individual's teaching salary percentage.

### 4. **Responsibility for Monitoring Workload (University Rules 12.03.99.M1)**

#### 4.1 **Department Chair**

- 4.1.1. Assigns and monitors the workloads of individuals within his or her department to ensure compliance with the workload requirement
- 4.1.2. Approves equivalent teaching credits based on direct instruction or administrative activities as listed in Table 1. This process will take place during the annual evaluation period for the preceding year. Equivalent teaching credits for the



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next academic year will also be assigned based on several factors, achievement of goals from the previous year, goals for the next year, and college or department needs.

4.1.3. From time to time, the department chair may ask a faculty member to teach a course as an overload. If the faculty member agrees to teach a course as an overload, payment for this course will be at the adjunct rate. In no instance may a faculty member be assigned or teach an overload unless they are in compliance and their previous annual evaluation is no less than an average 80% of maximum, as defined by the Departmental Annual Review and Merit Guidelines.

4.1.4. Department chairs may offer courses to faculty members to teach in the summer term (including Maymester). In no instance may a faculty member be assigned or teach during the summer term unless they are in compliance and their previous annual evaluation is no less than an average of 4 out of 5 (or no less than 80% of maximum) as defined by the departmental Annual Review and Merit Guidelines.

4.1.5. Ensures that other academic duties are assigned equitably within the department.

4.1.6. Provides notice to the college dean of all faculty members not in compliance.

4.2. **College Dean:** The College dean is responsible for monitoring the workload of individual faculty in his or her college as reported by the department chair. Faculty workload assignments may be modified based on College or University needs and strategic goals.

4.3. **University Administration:** The Office of Institutional Research (OIR) will consolidate the reports from the colleges to generate the final Faculty Workload Compliance Report and shall prepare a list of faculty members not in compliance with the minimum workload requirement. This report shall be sent to the Provost for review and approval prior to submission to the President.

The President is responsible for verifying institutional compliance with the minimum workload requirement and for reporting this information through the Chancellor, to the Board of Regents.



**Table 1: Equivalent Teaching Credits**

The Texas Higher Education Coordinating Board guidelines require that equivalent teaching credits be grouped in accordance with Faculty Appointment Codes. This means that all equivalent teaching credits must be classified as direct instructional activities (01), or administrative assignments (02).

**Direct Instructional Activities  
 Appointment Code 01**

<b>Teaching Program Development</b>	<b>Symbol</b>	<b>Equivalent Teaching Credit</b>
New course preparation	A7	Not > 3 for any item and not > 3 as the sum of all items in this category.
Curriculum revision or development	A8	
Development of teaching methods and classroom or laboratory material	A9	
<b>Instructional Development</b>	<b>Symbol</b>	<b>Equivalent Teaching Credit</b>
New faculty instructional development	D1	Not > 3 credits a semester for new tenure track faculty during their first 3 years at TAMU-SA
<b>Professional Development</b>	<b>Symbol</b>	<b>Equivalent Teaching Credit</b>
Faculty approved for Faculty Academic Study Program	P1	Not > 6
Faculty engaged in professional development activities	P2	Not > 3
<b>Research</b>	<b>Symbol</b>	<b>Equivalent Teaching Credit</b>
Faculty engaged in basic or applied research, including scholarship	R1	Not > 3
<b>Committee Assignment</b>	<b>Symbol</b>	<b>Equivalent Teaching Credit</b>
Chair of major university or college committee	C4	Not > 3
<b>Other assignments directly related to the teaching function</b>	<b>Symbol</b>	<b>Equivalent Teaching Credit</b>
Assignment as deemed appropriate by the department chair	C5	Not > 5