

## 12.03.99.H1

# Faculty Academic Workload and Reporting Requirements



Approved: March 23, 2001

Revised: January 1, 2009

Next Scheduled Review: January 1, 2011

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### Rule Statement

This rule establishes the faculty workload standards and procedures as well as the conditions under which the workload of faculty may be adjusted.

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### Reason for Rule

The purpose of this rule is to provide details, including operational and reporting responsibilities, regarding the faculty workload expectations at A&M-Texarkana.

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### Procedures and Responsibilities

1. TEACHING LOAD – (See System Policy)
2. EVALUATION OF TEACHING LOAD
  - 2.1. The College Dean shall monitor and evaluate the workload of individual faculty members in his or her college to ensure compliance with this rule and approve and submit any teaching course load reduction requests to the Provost and Vice President for Academic Affairs (Provost/VPAA), designated by the President to authorize final approval. The President, Provost/VPAA, and College Dean shall ensure that academic and related duties are assigned equitably within the college.
  - 2.2. The Academic Program Coordinator shall monitor the workloads of faculty within his or her department or program to ensure compliance with the University's workload requirement and provides notice to the respective College Dean of all faculty members not in compliance with the University's workload requirement.

### 3. MINIMUM TEACHING LOAD STANDARDS

- 3.1. A minimum full-time fall and spring semester teaching load for all university tenured or tenure track faculty teaching undergraduate and graduate courses is 12 semester credit hours (12 SCH) of classroom teaching for each semester. The minimum full-time fall and spring semester teaching load for all clinical faculty is 15 semester credit hours (15 SCH) of classroom teaching per semester. The load for combined summer terms for all full-time faculty is no more than six semester credit hours (6 SCH).
- 3.2. The respective College Dean, with approval from the Provost/VPAA, may reduce a faculty member's teaching load by replacing one or more course assignments with any of the following:
  - 3.2.1. *Administrative Assignments*—Administrative assignments that directly supplement the teaching function such as, but not limited to, heads of teaching departments and coordinators or directors of academic programs may be counted for part of a regular teaching load.
  - 3.2.2. *Direct Instructional Activities*—Activities which include interaction with students related to instruction, preparation for such instruction, or evaluation of student performance may count for part of a regular teaching load. These may include, but are not limited to, supervision or coordination of laboratories or lectures utilizing teaching assistants, practica, internships, clinical assignments, or alternative learning activities.
  - 3.2.3. *Independent Study Courses*—Upon prior approval by the Dean, independent study courses (identified as 489 and 589) may be translated into equivalent course semester credit hours (for the purpose of measuring teaching loads). Deans shall collect and maintain all data necessary to document such credit.
    - 3.2.3.1. For 30 semester credit hours of graduate credit accumulated by a faculty member in independent study courses, a credit of three (3) semester credit hours may be awarded.
    - 3.2.3.2. For 45 semester credit hours of undergraduate credit accumulated by a faculty member in independent study courses, a credit of three (3) contact hour equivalents may be awarded.

3.2.3.3. When combining undergraduate and graduate courses to equal a course reduction, graduate semester credit hours may be converted to undergraduate semester credit hours by using a multiplier of 1.5.

3.2.3.4. All contact hour equivalent credit accrued via independent study courses may be applied during the semester in which the total credit for independent study reaches the minimum amounts indicated in 3.2.3.1 and 3.2.3.2 above, but no later than the next long semester.

3.2.4. *Research and Creative Activities*—Although scholarship is expected of all tenured/tenure track faculty in addition to carrying a minimum teaching load as defined in 3.1 of this rule, limited faculty teaching and load credit may be granted for major scholarship activities, including conducting research that leads to publication and the development of creative works.

3.2.5. *Graduate Research Supervision*—The following table shall be used to assign teaching load credit to tenured/tenure track faculty providing graduate research supervision:

**Semester Credit Hour Equivalency for Graduate Research Supervision**

Assignment	Number of Students Supervised					
	1	2	3	4	5	6
Member, Masters Thesis Committee	.25	.5	.75	1	1	1
Chair, Masters Thesis Committee	.75	1.5	2.25	3	3.75	4.5
Member, Doctoral Dissertation Committee	.75	1.5	2.25	3	3.75	4.5
Chair, Doctoral Dissertation Committee	1	2	3	4	5	6

Teaching credit accrued via this process may be applied during the semester in which sufficient credit is earned to substitute for one or more courses or in the immediate next long (spring or fall) term, as approved by the Dean.

3.2.6. *Other Projects*—Other projects that occur during an academic year may be considered as part of faculty workload as requested by the Dean and approved by the Provost/VPAA. These include, but are not limited to, major academic advisory activities, preparation of major documents (e.g., program and/or research grant proposals) in the fulfillment of programmatic needs or accreditation requirements, and for performance of duties in the best interest of the institution’s instructional program.

3.2.7. The Faculty who are assigned by the Dean to teach more than the minimum load during any semester may do so as an overload and will be provided additional compensation commensurate to the adjunct salary rate. Overloads, including courses taught during a mini-term (May or January) may be “banked” and credited toward a faculty’s teaching assignment during the immediate next long (spring or fall) term.

3.3. (See System Policy)

3.4. All requests for teaching workload reductions shall be initiated by the faculty on form “Faculty Teaching Workload Reassigned Time Request Form” and submitted to the respective College Dean on a timeline that allows the completed request (with Dean approval) to be submitted to the Provost/VPAA for final approval no later than the published deadline for each semester. All requests, including those related to the cancellation of classes during the spring or fall terms, submitted after these deadlines will be considered on an individual basis via discussion between the Dean and Provost/VPAA. Teaching course load reductions related to the cancellation of summer classes will not be considered.

3.5. A report of activities and a copy of any deliverables (e.g., professional article) for the reduced teaching load in a given semester will be due to the respective Dean no later than 15 days after the last class day of the semester.

#### 4. INSTITUTIONAL WORKLOAD RULE DEVELOPMENT AND REVISION

The President delegates the responsibility of recommending revisions to this rule to the Provost/VPAA who may assign to or seek the assistance of additional personnel (including faculty) and advisory bodies, as well as advice from legal counsel, as needed. Any revisions of 12.03.99.H1 will be reviewed by the Administrative Council and approved by the President prior to submission to the System office for final approval by the Chancellor and Board of Regents.

#### 5. REPORTS REQUIRED

5.1. The Registrar/Director of Admissions shall collect, analyze, compile, and consolidate data necessary to generate the Faculty Report (CBM-008) required by the Coordinating Board and the Faculty Workload Report as referenced in sections 5.1 and 5.2 of System Policy 12.03. The Registrar shall submit all related reports to the Provost/VPAA for review prior to submission to the President for approval and then to the Chancellor and Coordinating Board. The standard reporting format and deadlines as provided by the THECB will be followed.

5.2. (See System Policy)

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

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*System Policy 12.03 Faculty Academic Workload and Reporting Requirements*  
<http://tamus.edu/offices/policy/policies/pdf/12-03.pdf>

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## **Contact Office**

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Provost and Vice President for Academic Affairs  
903-223-3004