

## 12.03.99.H1

# Faculty Academic Workload and Reporting



Approved: March 2001  
Revised: January 2009  
Revised: December 2010  
Revised: August 2013  
Revised: June 2016  
Reviewed: March 25, 2019  
Revised: September 22, 2020  
Revised: August 3, 2023  
Revised: March 28, 2025  
Next Scheduled Review: March 28, 2030

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### Rule Summary

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This rule establishes the faculty workload standards and procedures as well as the conditions under which the workload of faculty may be adjusted. This rule should be read in conjunction with [University Procedure 12.03.99.H1.01, Faculty Academic Workload and Reporting Requirements](#). This rule provides specific guidelines for the assignment of workload credit for direct instruction, administrative assignments and non-administrative academic assignments.

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### Rule

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#### 1. GENERAL

- 1.1 Recognized duties include, but are not limited to, classroom teaching, scholarly study, basic and applied research, creative activities, professional development, student advising/mentoring and counseling, course and curriculum development, continuing education, public service, assistance in the administration of the academic program, participation in college and university governance, special projects of the university, and similar academic activities. These duties are inherent in the life and work of a faculty member.
- 1.2 The standard workload for full-time tenured and tenure-track faculty members is 24 workload credits per academic year (the two long semesters). (Part-time faculty workload credits are proportional to the full-time equivalent appointment.) The standard workload for full-time fixed-term (non-tenure-track) faculty is 30 workload credits per academic year. These workload credits are assigned for direct instruction and for a variety of instructionally related, administrative, scholarly, and service activities.
- 1.3 Assignments of non-instructional workload credit are made by the department chair and the college dean as outlined in [University Procedure 12.03.99.H1.01, Faculty Academic Workload and Reporting Requirements](#).

## **2. WORKLOAD CREDIT-GENERATING DIRECT INSTRUCTION**

- 2.1 Direct teaching activities include, but are not limited, to the following:
- a) instruction of lecture and seminar courses, and independent studies,
  - b) laboratory and clinical instruction, music ensemble, and studio art,
  - c) supervision of student teachers, and interns,
  - d) chairing master's thesis committees,
  - e) chairing doctoral dissertation committees,
  - f) member of a master's thesis or doctoral dissertation committee,
  - g) teaching a practicum as a group course, and
  - h) team teaching.
- 2.2 Guidelines for assigning workload credits for credit-generating activities are provided in [University Procedure 12.03.99.H1.01.](#)

## **3. ADMINISTRATIVE ASSIGNMENT CREDIT**

The respective college dean, with approval from the Provost and vice president for Academic Affairs (Provost/VPAA), may reduce a faculty member's teaching load by replacing one or more course assignments as laid out in [University Procedure 12.03.99.H1.01.](#)

## **4. NON-ADMINISTRATIVE ACADEMIC ASSIGNMENTS**

- 4.1 Faculty workload credit may be granted for scholarship activities, including the development of creative works, as outlined in [University Procedure 12.03.99.H1.01.](#)
- 4.2 A teaching course load reduction for research and creative activities may be used to fall below the standard teaching loads as described in the procedure.
- 4.3 Faculty workload credit may be granted for major service projects and offices, including serving as faculty senate president, faculty fellow, and chair or co-chair of the Program for Learning and Community Engagement. Other service positions may grant teaching load credit at the direction of the Provost/VPAA.

## **5. TEACHING ASSIGNMENT OVERLOADS**

Teaching overloads are discouraged and should be approved only in emergency situations and with written approval by the provost. Full time faculty who are assigned by the college dean to teach more than the standard load during the academic year may do so as an overload and will be provided additional compensation.

## **6. 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 this rule must be approved by the president prior to submission to The Texas A&M University System office for final confirmation by the vice chancellor for academic affairs.

## 7. REPORTS REQUIRED

The Office of Institutional Effectiveness and Research must collect, analyze, compile, and consolidate data necessary to generate the reports required by the Texas Higher Education Coordinating Board (THECB) and others as referenced in [System Policy 12.03, Faculty Academic Workload and Reporting Requirements](#). All reports must be submitted to the Provost/VPAA for review prior to submission to the president for approval prior to submission to the final administrator. The standard reporting format and deadlines as provided by the THECB will be followed.

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### Related Statutes, Policies, or Requirements

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

[University Procedure 12.03.99.H1.01, Faculty Academic Workload and Reporting Requirements](#)

[Texas Education Code §51.402](#)

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### Contact Office


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

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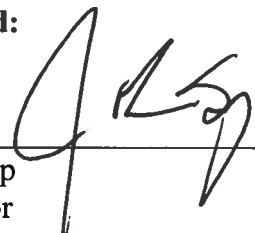
### System Approvals

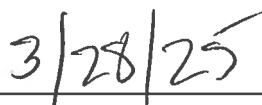
#### Approved for Legal Sufficiency:

  
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Ray Bonilla  
General Counsel

  
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Date

#### Approved:

  
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John Sharp  
Chancellor

  
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Date