

Rule 12.03.99.T1 Faculty Academic Workload and Reporting Requirements



Approved: February 12, 2015
Next Scheduled Review: February 12, 2020

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.

Reason for Rule

This rule provides guidelines for the implementation of System Policy *12.03, Faculty Academic Workload and Reporting Requirements*, regarding minimum academic workload for faculty.

Procedures and Responsibilities

1. GENERAL

- 1.1. To support the mission of Tarleton State University, members of the faculty perform their classroom duties and carry out a variety of essential functions. As part of 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 college and university governance; scholarship and research; 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 which specifies the amount of workload credit that may be granted for various faculty assignments.
 - 1.2.1. The academic workload standard for full-time tenure track faculty who are teaching undergraduate courses is 12 hours of normal classroom teaching per semester (Part-time faculty workload credits are proportional to the full-time equivalent appointment). These workload credits are assigned for

direct instruction and for a variety of instructionally-related, administrative, scholarly, and service activities.

- 1.2.2. The academic workload standard for tenure track full time faculty who are teaching only masters level graduate courses is 9 hours of normal classroom teaching per semester. For those tenure track full time faculty who are teaching only doctoral level courses, the load is 6 hours of normal classroom teaching per semester. Graduate faculty teaching a combination of undergraduate and graduate level courses may bank graduate courses taught in the long semester toward future released time for their own scholarship. See section 3.4 below for more information on course banking.
- 1.2.3. Assignment of non-instructional workload credits are made by the dean of each college based on recommendations made by the appropriate department head in consultation with the departmental faculty. Non-instructional workload assignments require the approval of the provost and executive vice president for Academic Affairs (provost).
- 1.2.4. The academic workload standard for non-tenure track full-time faculty is 15 hours per semester.

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
 - 2.1.4. Private music lessons
 - 2.1.5. Chairing master's thesis committees
 - 2.1.6. Teaching a practicum as a group course
 - 2.1.7. Team teaching
 - 2.1.8. Chairing a doctoral dissertation committee

3. TEACHING LOAD AND RELEASED TIME

- 3.1. Administrative Assignments
 - 3.1.1. Faculty members may receive academic workload credit for administrative assignments. The amount of workload credit for administrative duties 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. Approval for workload credit is determined by appropriate administrator and approved by the provost.

3.1.2. Positions in which a faculty member is given an administrative, supervisory, or coordinative assignment directly related to the instruction programs and purposes of the university include: assistant dean, department head or director of a school, coordinator of a disciplinary area, and coordinator or director of a center or a program.

3.2. Scholarship

3.2.1. Academic workload credit may be assigned for research, intellectual contributions, 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.

3.2.2. Academic workload credit may be received for certain activities released 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.

3.3. Service

3.3.1. A faculty member may receive academic workload credit for extraordinary service at the university, in the academic discipline, and/or to the public.

3.4. Graduate Faculty Released Time

3.4.1. Graduate faculty teaching both undergraduate and graduate courses, may bank graduate instruction in organized classes toward future released time for their own scholarship. One 3 hour graduate course may be banked as one hour toward a total of 3 banked hours for later use by the faculty member. The anticipated use of any banked hours must be agreed upon by the department head and the faculty member so as not to jeopardize needed departmental instructional cycle.

4. RELEASED TIME FOR ADMINISTRATIVE AND COMMITTEE RESPONSIBILITIES

4.1 The minimum and normal teaching load for a department head is 15 hours for 12 months. Exceptions to this would be negotiated between the department head and their respective dean and provost.

4.2 Generally, deans, department heads, assistant/associate vice presidents, and the provost have 12-month appointments. For other academic administrators such as directors, appointments may be 10.5 or 12 months. Exceptions to this would be negotiated between the respective director and/or department head, dean, and the provost.

- 4.3 The Faculty Senate president should receive one-quarter released time for the fall and spring semesters. The Curriculum Committee chair should receive released time for the fall semester and for the spring semester if needed. Typically, released time is not given for chairing major university committees. In special cases, released time shall be authorized only with the recommendation of the executive vice president for academic affairs (provost) and approval by the president.
- 4.4 When a faculty member assumes administrative duties on a temporary basis, granting released time to that individual may be appropriate as recommended by the provost and approval by the president.

5. OVERLOAD

- 5.1 Tarleton has established a minimum contact hour teaching load of 12 hours for tenured or tenure-track faculty (9 hours for faculty teaching only graduate masters courses and 6 hours for doctoral courses). Teaching loads below the established minimum must be explained in official reports. Tarleton does not establish a maximum contact hour teaching load. In some departments, because of the nature of their courses, the average load for the department is near the minimum. In other departments, again because of the nature of their courses or because of fiscal or other constraints, departmental averages are above the minimum contact hour load.
- 5.2 Occasionally, the need arises for the department head to assign teaching duties above those which are normally assigned. The department head must determine when the additional load becomes an overload, warranting extra pay, as opposed to an additional teaching assignment. Factors to be considered in determining what constitutes an overload include the number of course preparations, the total number of students, the nature of the course, the contact hours involved, and other responsibilities of the faculty members.
- 5.3 When the need for additional teaching services arises, the department head should first consider whether that load can reasonably be added to the load of a faculty member in the department. An example would be a problems course. If the load is such that it cannot reasonably be added, the department head should make every effort to find a qualified adjunct faculty member for the teaching assignment. If that fails, it should be assigned to a full-time faculty member, on a voluntary basis, if possible, in return for additional monetary compensation or future released time. Prior approval through normal administrative channels is required for the overload assignment. If future released time is chosen as the method of compensation, it must be taken within six months and could include summer school. If monetary compensation is chosen, it will be negotiated according to current policy and will depend on rank and experience.

6. UNIVERSITY SCHOLAR

Tarleton confers a limited number of positions as the University Scholar to encourage exceptional scholarly and creative activity by faculty. University Scholars shall receive up to six hours of released time per regular semester. Additional benefits, such as travel money and clerical support, may be awarded at the discretion of the president.

7. SUMMER EMPLOYMENT FOR FACULTY

- 7.1 Summer teaching opportunities are based on student demand for particular courses. As a result, some departments have little or no summer teaching while others have full-time employment available. The salary for summer teaching is calculated at the same monthly rate as during the preceding nine months. All summer teaching appointments are contingent upon enrollment.
- 7.2 Department heads and deans are expected to work closely in matters of scheduling and enrollment management. The provost is responsible for making the decision on whether classes may be taught if they do not meet the stated minimum enrollments.

8. FACULTY WORKING ON TERMINAL DEGREES

- 8.1 Tarleton supports and encourages faculty who seek to improve their academic credentials. Support to faculty who are working on terminal degrees includes, but is not limited to the following:
- Flexible scheduling of teaching load while taking courses toward a terminal degree, studying for comprehensive exams, or working on the dissertation;
 - Reduced teaching load for one or more semesters while working on the terminal degree, with equivalent reduction in compensation;
 - A leave of absence without pay, typically for one or two semesters, while meeting residency requirements in a graduate program, studying for comprehensive exams, or working on the dissertation;
 - Released time for one or two semesters while working on a terminal degree. To receive released time, the faculty member must agree to continue employment at Tarleton for an amount of time to be specified in an agreement with the university;
 - Absence from campus, without reduction in pay, for taking comprehensive exams or defending the dissertation or proposal;
 - Reduction in other university responsibilities, such as academic advisement or committee service.
- 8.2 A faculty member wishing to receive any of these adjustments should seek approval from his/her department head and dean and the provost. A request for leave of absence or flexible teaching schedule should be made before the department prepares its course schedule for the semester(s) in question. There may be other accommodations that would benefit a particular faculty member who is working on a terminal degree. Such accommodations may be arranged on an individual basis through normal academic channels.

9. MONITORING WORKLOAD

9.1. College Responsibilities and Procedures

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

9.2. University Responsibilities

9.2.1. The provost has responsibility for the approval of academic workloads in conformity with university rules and procedures and The Texas A&M University System (system) policies and regulations. The ultimate responsibility for ensuring workload equity across the university lies with the provost. Each semester the university submits a report to the system and the Texas Higher Education Coordinating Board regarding workload compliance.

Related Statutes, Policies, or Requirements

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

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