

Rule 12.03.99.T1 Faculty Academic Workload and Reporting Requirements



Approved: February 12, 2015
Revised: June 2, 2020
Revised: November 17, 2025
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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.

Reason for Rule

This rule is required by and 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, all faculty members are expected to satisfactorily perform the following functions: teaching, 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; and participation in professional activities, community activities, and special projects of the university. Additionally, tenured and tenure track faculty are expected to engage in scholarship, research, and/or creative activities.
- 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 specify the amount of workload credit that may be granted for various faculty assignments.
 - 1.2.1. The academic workload standard for full-time tenured and tenure track faculty who are teaching undergraduate courses includes 12 hours of normal classroom teaching per semester. Workload credits are assigned for direct

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

- 1.2.2. The academic workload standard for tenured and tenure track full time faculty who are teaching only masters level graduate courses includes 9 hours of direct teaching per semester. For those tenured and tenure track full time faculty who are teaching only doctoral level courses, the load includes 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 is made by the dean or designee of each college based on recommendations from the appropriate department head in consultation with the departmental faculty. Non-instructional workload assignments require the approval of the provost or designee.
- 1.2.4. The academic workload standard for non-tenure track full-time faculty is 15 hours per semester (Part-time faculty workload credits are proportional to the full- time equivalent appointment).

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 internships or practica with field requirements
 - 2.1.4. Private music lessons
 - 2.1.5. Chairing master's thesis and/or doctoral dissertation committees
 - 2.1.6. Teaching a practicum as a group course
 - 2.1.7. Team teaching

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 administrative workload credit is determined by the appropriate administrator and approved by the provost or designee.

- 3.1.2. 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 assistant/associate dean; department head/assistant department head; director or coordinator of a center or a program; and coordinator of a disciplinary area.

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. Approval for scholarly workload credit is determined by the appropriate administrator and approved by the provost or designee.
- 3.2.2. Academic workload credit may be received 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.
- 3.2.3. Tenure track faculty will receive a one course equivalent Pre-Midpoint Research Release prior to their fourth long semester (generally during the annual review period for their first year but not later than their third long semester). The release will require department head, dean or designee, and provost or designee approval and is non-renewable.

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. Approval for service workload credit is determined by the appropriate administrator and approved by the provost or designee.

3.4. Released Time for Scholarship Development

- 3.4.1 Full-time, tenure-track 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 one year in advance of anticipated use so as not to jeopardize the departmental instructional cycle. Banked hours cannot be earned or utilized during summer semesters. Earned banked hours are available for use for up to 6 long semesters after being earned. A scholarly deliverable will be agreed upon between the department

head and faculty member and approved by the dean or designee before use of banked hours will be approved.

3.4.2 Academic departments will, in conjunction with college budget and records specialists, keep accurate records of both earned and used banked hours as well as evidence of the associated scholarly deliverables. Department heads should periodically review these records with deans or their designees in an effort to ensure timely use of banked hours.

3.4.3 Colleges will provide Academic Affairs a report detailing requested, approved, and denied banked hour requests each long semester.

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 must be negotiated between the department head and respective dean or designee and approved by the provost or designee.

4.2 Generally, department heads, assistant/associate deans, deans, assistant/associate vice presidents, and the provost have 12-month appointments. For other academic administrators such as coordinators, directors, and assistant department heads, appointments may be 9, 10.5, or 12 months. Exceptions to this must be negotiated between the respective director and/or department head and dean or designee and approved by the provost or designee.

4.3 The Faculty Advisory Council presiding officer should receive release time for his/her duties, teaching two courses or six hours, whichever is greater. Typically, released time is not given for chairing major university committees. In special cases, released time shall be authorized only with the approval of the president or designee.

4.4 When a faculty member assumes administrative duties on a temporary basis, granting released time to that individual must be approved by the president or designee.

5 OVERLOAD

5.1 Tarleton has established a minimum credit 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), and 15 hours for fulltime fixed term faculty. Teaching loads below the established minimum must be documented and approved in official reports. Tarleton does not establish a maximum contact hour teaching load but does restrict overload assignments as referenced in 5.3. In some departments, because of the nature of their courses, the average load for the department is near the minimum. In other departments, because of the nature of their courses, 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 service 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. In the absence of a qualified adjunct faculty member, a course may be assigned to a full-time faculty member, on a voluntary basis, in return for additional monetary compensation or future released time. Prior approval through normal administrative channels is required for an overload assignment. Tenured and tenure track faculty are limited to one overload per academic year, and fulltime fixed term faculty are limited to two overloads per year. Exceptions to these limits may be requested by a department head and dean or designee and must be approved by the provost or designee.

6 UNIVERSITY SCHOLAR

Tarleton may confer a limited number of positions as a University Scholar to encourage exceptional scholarly and creative activity by senior level tenured faculty members. University Scholars shall receive up to six hours of released time per long semester, not to exceed one year. Additional benefits, such as travel money and clerical support, may be awarded at the discretion of the provost or designee. Recipients are responsible for sharing research or creative activities with the university community. University Scholar applications will be accepted once annually via a request for applications from the Office of Research and Innovation.

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 budget and enrollment.
- 7.2 Department heads and deans are expected to work closely in matters of scheduling and enrollment management. The provost or designee is responsible for making the decision as to 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, dean or designee, and the provost or designee. 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. Official workload records will be maintained by the Office of the Dean.

9.2 University Responsibilities

- 9.2.1 The provost or designee 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 or designee. 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](#)

Contact Office

Academic Affairs
254.968.9103