***Texas A&M University-San Antonio***

**12.03.99.O1.01 Faculty Workload**

Approved: May, 2012

Reviewed: June, 2014

Next Scheduled Review: June, 2019

**Procedure Statement**

This Procedure is established to provide guidelines regarding the workload for faculty. The assignments will be implemented only as institutional resources are available, with teaching loads having the first priority.

**Reason for Procedure**

This Procedure documents the regulations and standards for the interpretation of institutional workload requirements, and for the range of acceptable assignments within its definitions of faculty workload. This Procedure is required by System Policy [12.03 *Faculty Workload and Reporting Requirements*.](http://policies.tamus.edu/12-03.pdf)

**Process**

1. GENERAL

Assignments of non-instructional workload credit are made by the Department Chair in consultation with the College Dean. Non-instructional workload assignments greater than 6 workload credits require the approval of the Provost.

Direct teaching activities include but are not limited to the following:

1.1 instruction of lecture and seminar courses,

1.2 laboratory, physical activity, and clinical instruction, music ensemble, and studio art,

1.3 supervision of student teachers,

1.4 Chairing master’s thesis committees,

1.5 Chairing doctoral dissertation committees,

1.6 teaching a practicum as a group course, and

1.7 team teaching.

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**Provided below are more specific guidelines for the assignment of workload credit for direct instruction, administrative assignments and non-administrative academic assignments:**

2. CREDIT-GENERATING DIRECT INSTRUCTION WORKLOAD CREDITS.

Generally, workload credits will be assigned to direct teaching activities as described below.

2.1 Undergraduate Courses: Academic workload credit is equal to the credit hour value of the course. (3-credit-hour course section = 3 workload credits.)

2.2 Graduate Courses: Academic workload credit is equal to the credit hour value of the course. Additional workload credits may be awarded for teaching graduate courses. These additional workload credits must be administered consistently, specified in college procedures, and approved by the Dean in consultation with the department Chair.

2.3 Lecture/lab Courses: Academic workload credit for the lecture portion of a lecture/lab course is equal to the contact hours assigned to the lecture portion of the course in the University Catalog. (The lecture portion of a 2:3-contact-hour lecture/lab course = 2 workload credits.)

2.4 Laboratory and Activity Course Instruction: Academic workload credit is equal to the instructional contact hours per week multiplied by .67. (3-contact-hour lab/activity section = 2 workload credits; 6- contact-hour art studio = 4 workload credits.)

2.5 Internships: Full time faculty members will supervise internships, or courses which require off-campus supervision, as part of their contractual responsibilities. Workload credits may be awarded for faculty who supervise a substantial number of such students within a given semester and the number of hours of supervision required within that course.  Specific workload credits for internships must be administered consistently, as specified in college procedures, and approved by the Dean in consultation with the department Chair.

2.6 Master’s Thesis: Committee Chair: Some faculty members will serve on thesis committees and/or direct theses as a normal part of their contractual responsibilities. Additional workload credits may be awarded for faculty who direct a substantial number of master’s theses within a given semester. These additional workload credits must be administered consistently, specified in college procedures, and approved by the Dean in consultation with the Department Chair.

2.7 Team Teaching: Full time faculty who team teach classes together receive academic workload credit in proportion to their instructional responsibility for the course. Additional workload credits may be awarded for full time faculty who team teach classes with part-time faculty. These additional workload credits must be administered consistently, specified in college procedures, and approved by the Dean in consultation with the Department Chair.

3. ADMINISTRATIVE ASSIGNMENTS

Faculty members assigned to administrative positions below the level of Dean (for example, Department Chair, academic program coordinator, and coordinator or director of a center, a program or a clinic) may receive reassigned workload credits for performing those duties. The amount of workload credit assigned depends upon the complexity of the department or program, the assigned duties of the position, and the number of faculty members or students supervised. Workload credit assignment for such duties will be determined by College procedure.

4. NON-ADMINISTRATIVE ACADEMIC ASSIGNMENTS

Instructionally Related Workload Credits: Various activities directly related to instruction may receive academic workload credit. From time to time, faculty may receive non-administrative workload credits for a variety of reasons such as large lecture sections, curriculum and course design, and student advising. In all instances, non-administrative workload credits must be administered in accordance with college procedures and approved by the College Dean in consultation with Department Chairs.

5. SCHOLARSHIP WORKLOAD CREDITS

5.1 Externally Funded Grants: A faculty member may receive up to 12 workload credits per term when funding is provided by external research grants or contracts.

5.2 New Faculty: Upon approval by the College Dean, faculty new to Texas A&M University-San Antonio may receive up to 3 semester hours of workload credit during each of their first two semesters of employment for the purpose of establishing their research agendas and developing courses.

6. SERVICE WORKLOAD CREDITS

Professional Service Activities: The amount of workload credit granted by the College Dean, for service depends on the complexity and workload of the service activity. Faculty members may receive up to 6 academic workload credits for service activities such as: writing a major training or professional development grant, Chairing a major university or school committee, Chairing an accreditation self-study task force, editing a major academic journal, serving in a leadership role in a national or regional professional organization, or carrying an unusually heavy service assignment.

7. WORKLOAD CREDIT FOR SPECIAL CIRCUMSTANCES

7.1 The President may grant up to 12 academic workload credits per semester for special assignments.

7.2 With the consent of the Provost and Vice President for Academic Affairs, a College Dean may grant workload credit for reasons not described in the university’s workload rule.

8. UNDERLOADS AND OVERLOADS

The process for handling work underloads and overloads will be determined by the College Dean in collaboration with Department Chairs.

9. WORKLOAD ASSIGNMENT

9.1 Faculty workload will be assigned by the Department Chair with oversight by the

College Dean.

9.2 While maintaining college-level flexibility within University rules, the college procedures must include:

9.2.1 Mechanisms for faculty within disciplinary areas along with the program coordinator and/or Department Chair to develop a plan for academic workload assignments for each faculty member in that discipline,

9.2.2 Mechanisms for faculty to apply for non-instructional workload credit using the appropriate University forms,

9.2.3 Mechanisms for documenting the results of the activities for which workload credit was granted, and

9.2.4 Mechanisms for Department Chairs and College Deans to review and request adjustments to workload plans and assignments proposed by faculty in disciplinary areas.

9.3 Procedures for including requests for workload credit for activities other than direct instruction and consequent workload assignments and plans in faculty personnel files and for taking account of these matters in tenure, promotion, and other personnel decisions will be developed by each college.

10. REQUESTS FOR REVIEW OF ACADEMIC WORKLOAD ASSIGNMENTS

Any faculty member may request a review of his/her workload by the College Dean and Provost.

**Related Statutes, Policies, or Requirements**

Texas A&M University System Policy [12.03 *Faculty Workload and Reporting Requirements*](http://policies.tamus.edu/12-03.pdf)

A&M-San Antonio Rule [12.03.99.O1 *Faculty Workload*](http://www.tamusa.tamus.edu/uploadFile/folders/b.ridenour/Pdf/Pdf-635095664932572744-10.100.20.116.pdf)

**Contact Office**

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