

UNIVERSITY RULE

12.03.99.M1 Faculty Teaching Workload Reporting

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Reason for the Rule

Faculty workload reporting is required for any individual assigned to teach a course for academic and/or professional credit, or any individual whose salary is paid in full or part from faculty salaries. Each faculty member must be certified as fulfilling the minimum workload requirement established for a funded faculty position.

Definitions

Faculty Salaries - are defined as funding sources that involve the university academic account designations in support of teaching and academic support.

Workload Definition - individuals paid from faculty salaries receive faculty workload credit from two areas: assignment of Semester Credit Hours (SCH) and Equivalent Teaching Credits.

Semester Credit Hour (SCH) is a unit of measure representing an hour (50 minutes or equivalency) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. This is the number of semester credit hours (SCH) for which the class is actually taught. It may be less but not more than the total for which it is approved on the course inventory.

Semester credit hour is defined as not less than: (1) One hour of formalized instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over a different amount of time (i.e., shortened courses); or (2) At least an equivalent amount of work as required in item (1) of this definition for other academic activities leading to the award of semester credit hours. One hour is defined as a minimum of 50 minutes per week. Formalized instruction includes any combination of the following: (1) Classroom instruction through lecture, discussion, or instructor-guided activity (2) Distance education through instructor-facilitated online learning. Classroom Teaching Credits are generally assigned to academic and/or professional credit courses. To ensure accuracy in workload reporting, scheduling departments or units should ensure that each course is assigned to the person primarily responsible for course instruction, and that for team taught courses the *Percent of Responsibility* is apportioned based on contribution.

Equivalent Teaching Credits: Certain non-classroom academic duties performed by faculty that enhance the mission of Texas A&M University may be funded from faculty salaries. Equivalent teaching credits may be assigned for these duties. Once the faculty member is in compliance, no further assignment or equivalent credits should be included. The listing of allowable equivalent teaching credits for direct instructional or administrative activities is included in APPENDIX I - Faculty Workload Guidelines – Texas A&M University.

Official Rule/ Responsibilities/ Process

1. GENERAL EXPECTATIONS

- 1.1 Faculty perform essential functions within Texas A&M University, including classroom duties, supervision of students and individual studies, leading curriculum development, academic leadership, scholarship, and participation in professional activities, community outreach, and special projects within the university.
- 1.2 The minimum teaching load, based exclusively on undergraduate courses, for faculty members paid 100% from faculty salaries is nine (9) teaching credits, counting classroom and equivalent teaching credits. Graduate courses have a 1.5 multiplier for teaching credits.
- 1.3 For faculty members with less than full-time appointments, the minimum teaching load standard is proportionately less.
- 1.4 This expectation is for a minimum workload standard for teaching that must be documented and approved in official reports. In some units, because of the nature of their courses and programs, the average workload is near the minimum; in other units, the average workload is above the minimum.
- 1.5 Occasionally, a department head needs to assign teaching duties above those that are normally assigned, typically due to an unforeseen situation. The department head must determine when the additional load is an overload, warranting extra pay, as opposed to an additional teaching assignment that would justify a future course reduction.

2. REPORTING

Every semester, a report is generated from Academic Business & Performance Analytics, and each academic unit can use this as a foundation to prepare a Faculty Workload Compliance Report. The report must include everyone who:

- 2.1 is primarily responsible for course instruction for academic and/or professional credit; or
- 2.2 is paid any part of their salary from faculty salaries (see definition above).

3. SPECIAL CONDITIONS REGARDING COMPLIANCE

- 3.1 **Payment of faculty salaries to exhaust accumulated leave time:** Faculty members fall into this category if they terminate employment, become ill, or die during any part of the year and the payment of salary to exhaust accumulated leave carries them into a fall or spring semester. These faculty members cannot be assigned teaching responsibilities and therefore cannot be in compliance with the minimum teaching workload requirement. The department head must provide a written explanation to the dean of the college for each faculty member not in compliance.
- 3.2 **Faculty who are unable to complete a teaching assignment during a long semester:** Faculty members fall into this category if they terminate employment, become ill, or die during a long semester and their courses are reassigned to other faculty members in the department. The compliance status of the faculty member will be the same as their compliance status before the disabling condition or termination took place.
- 3.3 **Other reasons for non-compliance:** Occasionally faculty members may be non-compliant for reasons not covered in 3.1 or 3.2 above. For example, a faculty member may have been placed on administrative leave or there may have been another circumstance that prevents a faculty member from teaching courses in a semester.
- 3.4 **Faculty members not in compliance:** The reason for any faculty member not being in compliance with the minimum teaching workload requirement must be explained.

4. RESPONSIBILITY FOR MONITORING WORKLOAD

4.1 Department Head or Unit Leader

- 4.1.1 Assigns and monitors the teaching workloads of individuals within their unit to ensure compliance with the teaching workload requirement.
- 4.1.2 Approves equivalent teaching credits based on direct instruction or administrative activities as listed in APPENDIX I - Faculty Workload Guidelines - Texas A&M University.
- 4.1.3 Ensures that other academic duties are assigned based on unit needs and faculty qualifications.
- 4.1.4 Provides notice to the college/school dean of all faculty members not in compliance.

4.2 College/School Dean

The college/school dean is responsible for monitoring the teaching workload of individual faculty in their college/school as reported by the department head or unit leader.

4.3 University Administration

Academic Business & Performance Analytics (ABPA) will consolidate the reports from the colleges/schools to generate the final Faculty Workload Compliance Report and shall prepare a list of faculty members not in compliance with the minimum workload requirement. This report shall be sent through the Office of the Vice President for Faculty Affairs for review and approval prior to submission to the president. The president is responsible for verifying institutional compliance with the minimum teaching workload requirement and for reporting this information through the chancellor, to the board of regents.

5. INSTRUCTIONS FOR COMPLETING FACULTY WORKLOAD COMPLIANCE REPORT

Each department head and dean will be notified when the Faculty Workload Report has been placed on the web for updating and correcting.

Related Statutes, Policies, or Requirements

Supplements [System Policy 12.03](#)

[University Rule: 11.03.99.M1 Definition of a Credit Hour](#)

Contact Office

Faculty Affairs

APPENDIX I-Faculty Workload Guidelines – Texas A&M University

Equivalent Teaching Credits

The Texas Higher Education Coordinating Board reporting guidelines require that equivalent teaching credits be grouped in accordance with Faculty Appointment Codes. This means that all equivalent teaching credits must be classified as direct instructional activities (01), or administrative assignments (02).

Direct Instructional Activities Appointment Code 01

- a. Teaching Overload: Teaching an overload in a previous semester can be used for compliance up to three credits (Code A6).
- b. Graduate Supervision: Chairing a thesis or dissertation committee can be used for compliance (Code A1), with one hour of credit per committee. Being a member on thesis or dissertation committees can be used for compliance (Code A2), with one hour of credit per three committees. Degrees given by examination do not qualify.
- c. Professional Instructional Activities: Colleges/Schools can develop written internal guidelines for these types of activities that support the academic mission of the unit and can be used for workload compliance. Examples include coordinating multiple sections of courses, providing research and resource support for instructions, and student support that does not involve an official course (Code V1).
- d. Teaching Development: Preparing new course materials and curriculum revision can be used for workload compliance (Code A7), for a maximum of three credits.
- e. Faculty Development: Faculty approved for developmental leave or intergovernmental personnel act agreements can be brought into compliance with a maximum of 9 credits (Code P1).
- f. Scholarship: Faculty engaged in basic research, including scholarship and creative work, can have a teaching equivalent credit of up to 6 credits (Code R1).
- g. Student Advising: Assignments as an academic graduate or undergraduate student adviser can be used for compliance, with 1 credit per 20 students up to 3 credits total (Code C1).
- h. Committee Assignment: Serving as chair of a major university committee can be used for compliance, up to 3 credits total (Code C4).

Administrative Assignments Appointment Code 02

- a. Department Head Administration: Serving as department head can be used for compliance, up to the 9 credit minimum (Code B1).

Appointments Related to Functions other than Instruction:

Appointment 11 Academic Support: Assignments include activities in the offices of academic and graduate deans, directors of major teaching department groupings like colleges, and schools or divisions. Not included are the offices of the heads of teaching departments, which are included in Appointment 02.

Appointment 12 Research: Faculty assignments for activities specifically organized to produce research outcomes, funded from research support.

Appointment 13 Public Service, Student Services, Institutional Support, Operation and Maintenance of Plant, Auxiliary Enterprise Operations: Activities associated with admissions and registration, financial aid, student affairs, executive direction and control, business and fiscal management, personnel, administrative data processing, campus security, purchasing, physical plant administration, and auxiliary enterprise operations.