

## UNIVERSITY RULE

### **12.03.99.M1 Faculty Teaching Workload Reporting**

*Approved October, 2015*

*Revised June 9, 2016*

*Revised June 9, 2021*

*Next Schedule review: June 9, 2026*

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#### **Reason for the Rule**

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Faculty workload reporting is required for any individual assigned to teach a course for resident credit, or any individual whose salary is paid in full or part from Faculty Salaries.

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#### **Definitions**

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Faculty Salaries - are defined as salaries or wages of those engaged in the teaching function. Those paid from faculty salaries include heads of teaching departments and faculty.

Workload Definition - individuals paid from faculty salaries receive faculty workload credit from two areas: Classroom Teaching Credit and Equivalent Teaching Credits.

Classroom Teaching Credit: Classroom Teaching Credits are generally assigned to resident-credit courses. To ensure accuracy in workload reporting, each course should be assigned to the person primarily responsible for course instruction. For team taught courses, the teaching credit should be proportioned to the faculty members teaching the course.

Equivalent Teaching Credits: Certain non-classroom academic duties performed by faculty that enhance the teaching/learning process 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 is required. 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.

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#### **Official Rule/ Responsibilities/ Process**

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##### **1. MINIMUM WORKLOAD REQUIREMENT**

- 1.1 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. The minimum teaching load, based exclusively on graduate courses, is six (6) teaching credits, counting classroom and equivalent teaching credits.

- 1.2 For Graduate Assistant appointments that are reported in the faculty workload report the minimum workload standard is related to the amount of hours on average they work weekly (20 hrs/week).
- 1.3 For faculty members with less than full-time appointments, the minimum teaching load standard is proportionately less.

## 2. REPORTING

Every semester each academic department must prepare a Faculty Workload Compliance Report. The report must include each individual who:

- 2.1 is primarily responsible for course instruction for resident 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 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 reason 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 given 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. For regular faculty (those not covered by 3.1 or 3.2 above) who are not in compliance, the department head must initiate an appropriate Employee Payroll

Action Form to adjust the individual's teaching salary percentage.

#### 4. RESPONSIBILITY FOR MONITORING WORKLOAD

##### 4.1 Department Head

4.1.1 Assigns and monitors the teaching workloads of individuals within their department 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 the APPENDIX I - Faculty Workload Guidelines - Texas A&M University.

4.1.3 Ensures that other academic duties are assigned equitably within the department.

4.1.4 Provides notice to the college dean of all faculty members not in compliance.

##### 4.2 College Dean

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

##### 4.3 University Administration

Data and Research Services (DARS) will consolidate the reports from the colleges to generate the final Faculty Workload Compliance Report and shall prepare a list of faculty not in compliance with the minimum workload requirement. This report shall be sent through Faculty Affairs, to the Provost and Executive Vice President 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 by the DARS when the Faculty Workload Report has been placed on the web for updating and correcting.

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#### **Related Statutes, Policies, or Requirements**

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*Supplements* [System Policy 12.03](#)

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**Contact Office**

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[Faculty Affairs](#)

## APPENDIX I

### Faculty Workload Guidelines - Texas A&M University (Revised May 2021)

The Faculty Workload Guidelines were revised to incorporate equivalent teaching credits for professional programs.

For information about definitions, requirements and responsibilities, please refer to University Rule 12.03.99.M1 Faculty Teaching Workload Reporting.

**Table 1**  
**Classroom Teaching Credit by Course Type of Instruction**

The type of instruction determines how each course is calculated as part of a faculty member's or GAT's classroom teaching credit. The classroom teaching credit assigned for each type of instruction is shown below.

- **Lecture and Seminar:**
  - a. Undergraduate Courses: The Lecture contact hour value of the course. A course listed as 3 hours lecture, 0 hours laboratory, 3 semester credit hours – (3-0) credit 3 – yields a teaching credit of 3. If the course is cross-listed, or meets with another section, it should be counted only once in determining the teaching credit received by the faculty member.
  - b. Graduate Courses: The Lecture Contact hour value of the course, multiplied by 1.5. A graduate course listed as (3-0) credit 3 yields a teaching credit of 4.5
- **Laboratory Instruction**: Lab or practice time multiplied by .67. A laboratory course listed as (0-2) credit 1 yields a teaching credit of 1.3 without regard to the level of the course (graduate or undergraduate).
- **Independent Study and Research**: The total semester credit hours (number of students times semester credit hour value of the course) are summed for all such courses for each faculty member. The total so achieved is divided by three (3) with a limit of six (6) credits per faculty member.
- **Practicum and Student Teaching**: Faculty who are supervising practicum or student teaching courses will receive one (1) hour of teaching credit for each two students supervised, up to a maximum of nine (9) teaching credits per course.

**Table 2 Equivalent Teaching Credits**

Coordinating Board 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**

(> greater than) (< less than)  
(≥ greater than or equal to)

<u>Graduate Supervision</u>	<u>Symbol</u>	<u>No. of Students</u>	<u>Equivalent Teaching Credit</u>
Chair, Master's thesis committee or equivalent	A1	2-6 > 6	2 3
Member, Master's thesis* committee or equivalent	A2	> 4	1
Chair, PhD dissertation committee or equivalent	A3	1 hour of credit for each dissertation student not to exceed 6 credits.	
Member, PhD dissertation* committee or equivalent	A4	2-4 > 4	1 2

\*Degrees given by examination (non-thesis) do not qualify for this equivalent credit.

<u>Special Teaching Situations</u>	<u>Symbol</u>	<u>Equivalent Teaching Credit</u>
<u>Large* lecture classes (see SCH column)</u>	<u>A5</u>	<u>In addition to classroom teaching credit, equivalent credit may be given. To calculate equivalent credit, multiply lecture contact hours by 0.5 not to exceed 3 equivalent credits per faculty.</u>
<u>Teaching overload, preceding or following long semester</u>	<u>A6</u>	<u>not &gt; 3</u>
<u>Professional Instructional Activities**</u>	<u>V1</u>	<u>not &gt;9</u>

\*\*"Large" cannot be defined without reference to the program involved. Use of this weight should be cleared with the appropriate academic dean.

\*\*\*"Professional" cannot be defined without reference to the program involved. Colleges should develop internal guidelines to apply this equivalent teaching credit.

<u>Teaching Program Development</u>	<u>Symbol</u>	<u>No. of Students</u>	<u>Equivalent Teaching Credit</u>
New course preparation	A7		not > 3 for any item and
Curriculum revision or development	A8		not > 3 as the sum of all items in this category.
Development of teaching methods and classroom or laboratory material	A9		

<u>Instructional Development</u>	<u>Symbol</u>	<u>Equivalent Teaching Credit</u>
New faculty instructional development	D1	not > 3 credits each semester for new tenure track faculty during their first 3 years at TAMU

<u>Graduate Assistant-Teaching Equivalent Credits*</u>	<u>Symbol</u>	<u>Equivalent Teaching Credit</u>
Academic counseling	F1	3 hours of credit for 42 students counseled and proportionately less credit for fewer students.
Informal direct instructional services. Quiz, drill, help or review sections which meet on a regular basis but are not shown in the schedule of classes	G1	3 hours of credit for 5 hours per week and proportionately less for assignments requiring lesser amounts of time.

\*These are the only equivalent credits which may be assigned to GATs.

<u>Professional Development</u>	<u>Symbol</u>	<u>Equivalent Teaching Credit</u>
Faculty approved for Faculty Academic Study Program	P1	not > 9
Faculty engaged in professional development activities	P2	not > 4.5

<u>Research</u>	<u>Symbol</u>	<u>Equivalent Teaching Credit</u>
Faculty engaged in basic research, including scholarship and creative work	R1	not > 6

<u>Class-Related Student Contact</u>	<u>Symbol</u>	<u>No. of Students</u>	<u>Equivalent Teaching Credit</u>
Department graduate student adviser	C1	6 – 19	1
		20 – 40	2
		> 40	3
Department undergraduate student adviser	C2	11 – 40	1
		41 – 60	2
		> 60	3
Interdepartment academic adviser	C3	11 – 40	1
		41 – 60	2
		> 60	3

<u>Committee Assignment</u>	<u>Symbol</u>	<u>Equivalent Teaching Credit</u>
Chair, major university or College committee	C4	not > 3

<u>Other Assignments Directly Related to the Teaching Function</u>	<u>Symbol</u>	<u>Equivalent Teaching Credit</u>
Assignment as deemed appropriate by the department head	C5	not > 5



## Administrative Assignments Appointment Code 02

Coordination & Teaching Program <u>Administration</u>	<u>Symbol</u>	<u>No. of Faculty FTE</u>	<u>Equivalent Teaching Credit</u>
Departmental administration	B1	Amount of credit depends on the Number of faculty FTE in the department	
		< 15 FTE	9 hours total for dept
		≥ 15 < 30 FTE	12 hours total for dept
		≥ 30 < 45 FTE	15 hours total for dept
		≥45 FTE	18 hours total for dept
Multi-section course coordination	B2	<u>No. of Sections</u>	
		6 – 11	1
		12 – 24	2
		> 24	3

## Faculty Appointment Codes

### A. Appointments related to the Instruction Function:

- 01 Direct instructional activities, which include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. The various types of instruction include: lecture, laboratory, practicum, seminar, private lesson, independent study and research.
- 02 Administrative assignments, which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc.

### B. 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, schools or divisions, and librarians. 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.

**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.