

**12.03.99.R0.01 Faculty Workload**  
Effective September 1, 1996  
Revised August 16, 2010



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**Procedure Statement**

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

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**Reason for Procedure**

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This procedure documents the regulations and standards for the interpretation of full- and part-time institutional workload requirements, and for the range of acceptable assignments within its definitions of faculty workload.

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**Procedures and Responsibilities**

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1. GENERAL

The workload assignment must be primarily the responsibility of an academic unit and its department or college head. These administrators must be held accountable for individual compliance with institutional procedures, and for distributing the duties in their academic unit so that each faculty member contributes maximally to the department program according to his or her capabilities and experience. (Texas Higher Education Coordinating Board Faculty Workload Policy Guidelines, Fall 1992)

2. TEACHING LOAD

2.1 Fall and spring semesters: the normal long term teaching assignment for a faculty member is:

2.1.1 Twelve (12) semester credit hours for a faculty member teaching any combination of master's/undergraduate courses.

2.1.2 Nine (9) semester credit hours for a faculty member teaching only graduate courses.

2.2 Summer term: the normal summer teaching assignment for a faculty member employed full time in the summer is at least twelve (12) semester credit hours or the equivalent.

No faculty member who is paid entirely out of “faculty salaries” will teach--other than through equivalents--less than:

2.2.1 two organized courses totaling at least six (6) semester credit hours per week in a long term, or

2.2.2 one organized course totaling at least three (3) semester credit hours per summer term without the specific authority from the provost and vice president for academic affairs with approval of the president.

### 3. WORKLOAD ASSIGNMENTS

The primary duty of faculty members is to teach. Research and/or developmental activities are expected and indispensable parts of the regular workload of all permanent faculty members.

3.1 Direct instructional activities (Code 01) include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. The various types of instruction include, but are not limited to, lecture, laboratory, practicum, seminar, independent study, private lessons, self-paced instruction, televised instruction, supervision of thesis, and dissertation. (THECB Faculty Workload Policy Guidelines, Fall 1992)

3.2 The operational complexity of an institution that is a multi-purpose university engaged in graduate education entails the performance of many essential activities by faculty members including:

3.2.1 studying, investigating, discovering, and creating;

3.2.2 performing curricular tasks auxiliary to teaching and research; and

3.2.3 beneficially influencing students and citizens in various extracurricular ways. These activities must be accounted for in computing a valid workload profile. In this procedure, these functions and situations are categorized in terms of semester hour equivalents under three principal headings: administrative assignments (Code 02), any other professional assignments directly related to the teaching function (Code 03), and overload credit (Code 05).

### 4. WORKLOAD EQUIVALENCIES

It is the responsibility of the faculty member or department head, as appropriate, to initiate a request for a workload equivalency using the Workload Equivalent Proposal (Reassigned Time Request) form. The request will be approved or disapproved by the department head

and dean. If approved, it will be forwarded to the provost and vice president for academic affairs for review and approval prior to the semester for which it is requested.

4.1 Administrative assignments (Code 02) include those which directly supplement the teaching function such as, but not limited to, heads of teaching departments, coordinators or directors of special academic programs, or multi-section courses including supervision or coordination of laboratories or lectures utilizing teaching/graduate assistants. (THECB Faculty Workload Policy Guidelines, 2-6 semester credit hours)

4.2 Any other professional assignments (Code 03), including research and creative activities, which directly relate to the teaching function. It is the responsibility of the faculty member to submit a proposal for a research or a creative project to the department head by the eighth week of the semester preceding the anticipated equivalency. (2-6 semester credit hours)

4.2.2 The president may approve a reduced teaching load if classes do not materialize because of insufficient numbers of students and when additional classes cannot be assigned to the faculty member. This exception may be granted for two consecutive long term semesters for any particular faculty member. After this time, the situation will be evaluated by the Chief Academic Officer.

4.2.3 In addition, the provost and vice president for academic affairs may grant limited faculty teaching load credit for major academic advisory responsibilities, for preparing major documents in the fulfillment of programmatic needs or accreditation requirements, and for duties performed in the best interest of the institution's instructional programs. (2-6 semester credit hours)

4.2.3 Dissertation advisers may be granted the equivalent of one 3-hour course for every three students registered in their 718 sections, once the students have completed their proposal defenses. For faculty with fewer than three students actively working on dissertations, a one course of reassigned time for every three doctoral graduates may be granted. In either case above, the course equivalency must be utilized within one academic year of completion of the last dissertation. A student may be counted only once towards a course equivalency. Five completed master's and/or honors theses will be equivalent to three (or four) semester credit hours workload equivalency.

4.3 Overload credit (Code 05) for any given semester may earn the faculty member workload equivalency during a subsequent semester. Overload credit may not be cumulative for more than eight (8) semester credit hours and may not exceed four (4) semester credit hours in any semester.

## 5. SPLIT APPOINTMENTS

When a faculty member is partially paid for "other tasks" from a source of funds other than the "faculty salaries" line item, the faculty member must be compensated at a rate

proportional to the percentage of the time and effort spent carrying out such tasks. An example would be duties paid for from a research grant or contract.

## 6. TEACHING ASSISTANTS

The work load for a full-time assistant in the fall or spring semester is teaching six (6) semester credit hours. The summer teaching load shall be three (3) semester credit hours per term. A lesser assignment is possible with a reduced stipend.

## 7. REPORTING

The department head working with appropriate academic dean is responsible for assigning and monitoring workload of faculty within the department. The Graduate School will work in collaboration with the academic deans to monitor the faculty dissertation and thesis workload. All faculty workload reports are to be submitted to the provost and vice president for academic affairs who submits the reports through administrative channels for approval and comment as appropriate prior to submitting the reports to the Chancellor and the Texas Higher Education Coordinating Board. The standard reporting format and deadlines as provided by the THECB in accordance with Section 51.402 (c) and Section 51.403 (b), (c) and (d) of the Texas Education Bill will be followed.

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## Related Statutes, Policies, or Requirements

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System Policy [12.03 Faculty Academic Workload and Reporting Requirements](#)  
[THECB Faculty Workload Policy Guidelines, Fall 1992](#)  
Texas Education Code [Section 51.402](#) and [Section 51.403](#)

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## Contact Office

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Provost and Vice President for Academic Affairs  
903-886-5439

**WORKLOAD EQUIVALENCY PROPOSAL  
(REASSIGNED TIME REQUEST)**

Please refer to Procedure *12.03.99.R0.01 Faculty Workload* for criteria relating to these reassignments, equivalencies and credits.

College of \_\_\_\_\_ Semester/Year \_\_\_\_\_

Faculty Name \_\_\_\_\_

FTE Reassigned Time Requested \_\_\_\_\_

Type of Equivalency \_\_\_\_\_

(Please complete the following as applicable; additional pages may be attached, if more space is needed.)

1. PURPOSE OF EQUIVALENCY OR EXPLANATION OF REQUEST:

2. METHOD:

3. EXPECTED OUTCOME:

4. METHOD OF EVALUATION:

Approved by:

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Dean (for theses/dissertations only): \_\_\_\_\_ Date \_\_\_\_\_

Dean: \_\_\_\_\_ Date \_\_\_\_\_

Provost & VPAA Office \_\_\_\_\_ Date \_\_\_\_\_

Workload Equivalency/Reassigned Time/Credit Codes:

02 = Administrative Assignments

03 = Any Other Professional Assignment (research, creative activity, major academic advisory responsibilities, accreditation responsibilities or reassigned time for past overload credit---see Procedure *12.03.99.R0.01* for full explanation)

**FACULTY APPOINTMENT CODES**

A. Appointments funded from the Faculty Salaries element of cost:

## CODE

- 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, independent study, private lessons, alternative learning activities, thesis, and dissertation.
- 02 Administrative assignments which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc.
- 03 Any other professional assignments which an institution considers to be directly related to the teaching function.
- 05 Overload -- to be used only for those teaching assignments which are in addition to a 100% teaching (codes 1, 2, & 3) load.

### B. Appointments funded from elements of cost other than Faculty Salaries:

## CODE

- 10 Extension and Public Service
- 11 Instructional Administration
- 12 Organized Research
- 13 General Administration and Student Services
- 14 General Institutional Expense
- 15 Library
- 16 Special Items
- 17 Any element of cost not listed above

### C. Appointments funded from all other sources:

## CODE

- 20 Intercollegiate Athletics
- 21 Other Auxiliary Enterprises
- 22 Sponsored Projects
- 23 Any source not listed above

Source: Appendices to the Reporting and Procedures Manual, Texas Higher Education Coordinating Board, 9-92