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

The purpose of this rule is to provide details, including operational and reporting responsibilities, regarding the faculty workload expectations at Texas A&M University-Texarkana. This rule is developed in compliance with System Policy 12.03, Faculty Academic Workload and Reporting Requirements.

Procedures and Responsibilities

1. MINIMUM TEACHING LOAD

   1.1 A minimum teaching load for undergraduate courses shall be nine semester credit hours of normal classroom teaching; a minimum teaching load for graduate courses shall be six semester credit hours of normal classroom teaching as provided in System Policy 12.03, Faculty Academic Workload and Reporting Requirements.

2. EVALUATION OF TEACHING LOAD

   2.1 The College Dean shall monitor and evaluate the workload of individual faculty members in his or her college to ensure compliance with this rule and approve and submit any teaching course load reduction requests to the Provost and Vice President for Academic Affairs (Provost/VPAA), designated by the President to authorize final approval. The President, Provost/VPAA, and College Dean shall ensure that academic and related duties are assigned equitably within the college.
2.2 The Department Chair shall monitor the workloads of faculty within his or her department or program to ensure compliance with the University’s workload requirement and provides notice to the respective College Dean of all faculty members not in compliance with the University’s workload requirement.

3. MAXIMUM TEACHING LOAD

3.1 The maximum full-time fall and spring semester teaching load for all university tenured or tenure track faculty teaching any combination of undergraduate and graduate courses is 12 semester credit hours (12 SCH) of organized classes for each semester. The exception to this maximum is the inclusion of no more than two 4 SCH mathematics course(s) in a faculty’s semester load that would result in a 13 or 14 SCH load. The maximum full-time fall and spring semester teaching load for all university tenured or tenure track faculty teaching only doctoral courses is 9 SCH for each semester. Faculty teaching in a doctoral program may not elect to teach an overload during any semester with the exception of research supervision (dissertation committee work). The maximum full-time fall and spring semester teaching load for all full-time non-tenure-track faculty is 15 SCH of classroom teaching per semester. The load for combined summer terms for all full-time faculty is no more than 6 SCH. Section 5 of this rule describes the only exception to these maximum teaching loads.

4. TEACHING LOAD REDUCTIONS

4.1 The respective College Dean, with approval from the Provost/VPAA, may reduce a faculty member’s teaching load by replacing one or more course assignments with any of the following:

4.1.1 Newly Employed Tenure Track Faculty - The College Dean may approve a course load reduction for a tenure track faculty member (with little or no prior full-time teaching experience) for up to two long semesters after employment.

4.1.1.1 A teaching course load reduction for newly employed tenure track faculty may be used to fall below the maximum teaching loads as described in this rule, but not below the minimum teaching load as described in System Policy 12.03, Faculty Academic Workload and Reporting Requirements.

4.1.2 Administrative Assignments - Administrative assignments that directly supplement the teaching function such as, but not limited to, heads of teaching departments and coordinators or directors of academic programs may be considered for course load reduction(s) or another type of compensation.

4.1.2.1 A teaching course load reduction for administrative assignments may be used to fall below the maximum teaching loads as described in this rule, but not below the minimum teaching load as described in System Policy 12.03, Faculty Academic Workload and Reporting Requirements, with the exception of a faculty member serving as departmental chair.

4.1.2.2 Faculty teaching load may be reduced below the minimum teaching load for a faculty member serving as departmental chair as outlined in
System Policy 12.03, Faculty Academic Workload and Reporting Requirements.

4.1.3 Direct Instructional Activities - Activities which include interaction with students related to instruction, preparation for such instruction or evaluation of student performance may count for part of a regular teaching load. These may include, but are not limited to, supervision or coordination of laboratories or lectures utilizing teaching assistants, practica, internships, clinical assignments, or alternative learning activities.

4.1.3.1 Faculty teaching load may be reduced below the minimum teaching load for a faculty member providing direct instructional activities as outlined in System Policy 12.03, Faculty Academic Workload and Reporting Requirements.

4.1.4 Independent Study Courses - Upon prior approval by the College Dean, independent study courses (identified as 489 and 589) may be translated into equivalent course semester credit hours (for the purpose of measuring teaching loads). The College Dean shall collect and maintain all data necessary to document such credit.

4.1.4.1 For 30 SCH of graduate credit accumulated by a faculty member in independent study courses, a credit of 3 SCH of course load reduction may be awarded.

4.1.4.2 For 45 SCH of undergraduate credit accumulated by a faculty member in independent study courses, a credit of 3 SCH of course load reduction may be awarded.

4.1.4.3 When combining undergraduate and graduate courses to equal a course reduction, graduate SCH may be converted to undergraduate SCH by using a multiplier of 1.5.

4.1.4.4 All contact hour equivalent credit accrued via independent study courses may be applied during the semester in which the total credit for independent study reaches the minimum amounts indicated in 4.1.4.1 and 4.1.4.2 above, or within the next two academic years.

4.1.4.5 With approval from the College Dean, a faculty member may choose to convert accrued independent study SCH into financial compensation at the rate of $500 per graduate independent study course and $333 per undergraduate independent study course.

4.1.4.6 Faculty teaching load may be reduced below the minimum teaching load for independent study courses as outlined in System Policy 12.03, Faculty Academic Workload and Reporting Requirements.

4.1.5 Research and Creative Activities - Faculty teaching and load credit may be granted for major scholarship activities, including conducting research that leads to publication and the development of creative works.
4.1.5.1 Faculty teaching in a doctoral program are expected to develop and maintain a rigorous research agenda approved by the College Dean.

4.1.5.2 A teaching course load reduction for research and creative activities may be used to fall below the maximum teaching loads as described in this rule, but not below the minimum teaching load as described in System Policy 12.03, Faculty Academic Workload and Reporting Requirements.

4.1.6 Graduate Research Supervision - The following table shall be used to assign teaching load credit to tenured/tenure track faculty providing graduate research supervision:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Number of Students Supervised</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Member, Master's Thesis Committee</td>
<td>.25</td>
</tr>
<tr>
<td>Chair, Master's Thesis Committee</td>
<td>.75</td>
</tr>
<tr>
<td>Member, Doctoral Dissertation Committee</td>
<td>.75</td>
</tr>
<tr>
<td>Chair, Doctoral Dissertation Committee</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Teaching credit accrued via this process may be applied during the semester in which sufficient credit is earned to substitute for one or more courses or in the immediate next long (spring or fall) semester, as approved by the College Dean.

4.1.6.1 Faculty teaching load may be reduced below the minimum teaching load for graduate research supervision as outlined in System Policy 12.03, Faculty Academic Workload and Reporting Requirements.

4.1.7 Other Projects - Other projects that occur during an academic year may be considered as part of the faculty workload as requested by the College Dean and approved by the Provost/VPAA. These include, but are not limited to, major academic advisory activities, preparation of major documents (e.g., program and/or research grant proposals) in the fulfillment of programmatic needs or accreditation requirements, and for performance of duties in the best interest of the institution's instructional program.

4.1.7.1 A teaching course load reduction for other projects may be used to fall below the maximum teaching loads as described in this rule, but not fall below the minimum teaching load as described in System Policy 12.03, Faculty Academic Workload and Reporting Requirements.

4.1.8 All requests for teaching workload reductions shall be initiated by the faculty on form "Faculty Teaching Workload Reassigned Time Request Form" and submitted to the respective College Dean on a timeline that allows the completed request (with College Dean approval) to be submitted to the Provost/VPAA for
final approval no later than the published deadline for each semester. All requests, including those related to the cancellation of classes during the spring or fall terms, submitted after these deadlines will be considered on an individual basis via discussion between the College Dean and Provost/VPAA. Teaching course load reductions related to the cancellation of summer classes will not be considered.

5. TEACHING ASSIGNMENT OVERLOADS

5.1 Teaching overloads are discouraged and should be approved only in emergency situations and with written approval by the Provost. Tenure-track faculty who are assigned by the College Dean to teach more than the maximum load during any semester may do so as an overload and will be provided additional compensation in the amount of $1,666 for each SCH or $5,000 for a 3 SCH course. Non-tenure track faculty shall be paid the amount for which they are paid for a summer course, as noted in their annual reappointment letter. With approval of the College Dean, overloads taught during a mini-term (May or January) may be "banked" and credited toward a faculty's teaching assignment during the immediate next long (spring or fall) semester.

5.2 Faculty members receiving a course load reduction for any reason (e.g., administrative duties, research) will not be considered for overload assignments.

6. FACULTY OFFICE HOURS

6.1 Faculty members shall maintain a minimum of four hours of office time per week to confer with and counsel students. Office hours shall be chosen for convenience of students and must be posted. Faculty are expected to be available for student conferences at other times by appointment.

7. INSTITUTIONAL WORKLOAD RULE DEVELOPMENT AND REVISION

7.1 The President delegates the responsibility of recommending revisions to this rule to the Provost/VPAA who may assign to or seek the assistance of additional personnel (including faculty) and advisory bodies, as well as advice from legal counsel, as needed. Any revisions of University Rule 12.03.99.H1, Faculty Academic Workload and Reporting Requirements shall be approved by the President prior to submission to the System office for final approval by the Chancellor and Board of Regents.

8. REPORTS REQUIRED

8.1 The Registrar shall collect, analyze, compile, and consolidate data necessary to generate the Faculty Report (CBM-008) required by the Texas Higher Education Coordinating Board (THECB) and the Faculty Workload Report as referenced in System Policy 12.03, Faculty Academic Workload and Reporting Requirements. The Registrar shall submit all related reports to the Provost/VPAA for review prior to submission to the President for approval and then to the Chancellor and THECB. The standard reporting format and deadlines as provided by the THECB will be followed.

8.2 (See System Policy 12.03, Faculty Academic Workload and Reporting Requirements).
Related Statutes, Policies, or Requirements

System Policy 12.03, Faculty Academic Workload and Reporting Requirements

Texas Education Code §51.402

Contact Office

Provost and Vice President for Academic Affairs
903-223-3003

System Approvals*

Approved for Legal Sufficiency:

Ray Bonilla
General Counsel

6-17-16
Date

Approved:

John Sharp
Chancellor

6-21-16
Date

*System approvals are contingent upon incorporation of any and all System-required changes in the rule's final posting.