

# 12.03.99.H1.01 Faculty Academic Workload and Reporting Requirements



Approved: June 26, 2023  
Revised: June 26, 2024  
Next Scheduled Review: June 2029

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## Procedure Summary

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This procedure establishes the faculty workload standards and procedures as well as the conditions under which the workload of faculty may be adjusted. This procedure should be read in conjunction with [University Rule 12.03.99.H1 Faculty Academic Workload and Reporting Requirements](#). This procedure provides specific guidelines for the assignment of workload credit for direct instruction, administrative assignments, and non-administrative academic assignments.

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## Procedures and Responsibilities

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### 1. GENERAL

- 1.1 The standard academic workload for full-time tenured and tenure-track faculty members is 24 workload credits per academic year. (Part-time faculty workload credits are proportional to the full-time equivalent appointment.) These workload credits are assigned for direct instruction and for a variety of administrative, scholarly, and service activities. The instructional component is consistent with [System Policy 12.03, Faculty Academic Workload and Reporting Requirements](#).
- 1.2 Faculty are eligible to teach up to two classes during the summer session, subject to student enrollment. Faculty are encouraged to collaborate with their Division Chair and Dean to assess the viability of summer employment opportunities.
- 1.3 Consistent with [System Policy 12.07 Fixed Term Academic Professional Track Faculty](#), certain individuals whose excellence in teaching, research, or service make them beneficial members of the university may be hired as professional track faculty as a means of providing them with stable, long-term employment. The academic workload standard for professional track faculty is 30 workload credits per academic year.
- 1.4 Assignments of non-instructional workload credit are made by the department chair and the college dean.

### 2. WORKLOAD CREDIT-GENERATING DIRECT INSTRUCTION

- 2.1 Direct teaching activities include but are not limited to the following:
  - a) instruction of lecture and seminar courses, and independent studies,

- b) laboratory and clinical instruction, music ensemble, and studio art,
- c) supervision of student teachers, and interns,
- d) chairing master's thesis committees,
- e) chairing doctoral dissertation committees,
- f) member of a master's thesis or doctoral dissertation committee,
- g) teaching a practicum as a group course, and
- h) team teaching.

2.2 Guidelines for assigning workload credits for credit-generating activities are provided below and are based on the standard 3 credit hour course. Workload credits for classes that are greater than or less than a standard 3 credit hour class will receive proportional workload credit.

- 2.2.1 Undergraduate Lecture and Seminar Courses. Academic workload credit is equal to the credit hour value of the course. (3-credit-hour course section = 3 workload credits.)
- 2.2.2 Graduate Lecture and Seminar Courses. Academic workload credit is equal to the course credit hours multiplied by 1.33. (3-credit-hour course section = 4 workload credits.)
- 2.2.3 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.)
- 2.2.4 Team Teaching. Instructors who team teach classes receive academic workload credit in proportion to their instructional responsibility for the course. (For example, two instructors each having 50% responsibility for teaching a 3-credit-hour lecture course would each receive 1.5 academic workload credits.) Instructors who share responsibility for the course equally may each receive 100% workload credit for the course.
- 2.2.5 Student Teacher Supervision. Academic workload credit for supervising student teachers in a 6-credit-hour course is 0.5 workload credit per student enrolled. Academic workload credit for supervising student teachers in a 3-credit-hour course is 0.25 workload credit per student enrolled. (6 students enrolled in a 6-hour student teaching course = 3 academic workload credits.)
- 2.2.6 Alternative Student Instruction. Alternative student instruction entails independent studies, independent research, and other forms of supplemental instruction. The following, if not taught as a standard course, are not counted towards a faculty member's workload.
  - 2.2.6.1 Independent/Individual Studies. At the undergraduate level, independent studies pay \$333 per student; at the graduate level, \$500 per student.
  - 2.2.6.2 Internships, when not taught as a standard course, are remunerated at the same rate as independent studies.

- 2.2.6.3 Independent Research, when not taught as a standard course, are remunerated at the same rate as independent studies.
- 2.2.6.4 Practicum courses, when not taught as a standard course, are remunerated at the same rate as independent studies.
- 2.2.6.5 Capstone courses, when not taught as a standard course, are remunerated at the same rate as independent studies.
- 2.2.6.6 Thesis and Dissertation Committees.
  - 2.2.6.6.1 Supervising three or more doctoral students' dissertations can be offered as a standard course.
  - 2.2.6.6.2 When supervising students ad hoc, the chair of the doctoral committee shall be compensated \$1000 per long semester.
    - 2.2.6.6.2.1 When supervising students ad hoc, a member of the doctoral dissertation committee shall be compensated \$500 per student upon completion of the student's dissertation.
  - 2.2.6.6.3 Supervising four or more master's students' theses can be offered as a standard course.
    - 2.2.6.6.3.1 When supervising students ad hoc, the chair of the master's thesis committee shall be compensated \$500 per long semester
    - 2.2.6.6.3.2 When supervising students ad hoc, a member of the master's thesis committee shall be compensated \$500 per student upon completion of the student's thesis.

### 3. ADMINISTRATIVE ASSIGNMENT CREDIT

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:

- 3.1 *Newly Employed Tenure Track Faculty* - The College Dean may approve a course load reduction for a tenure track faculty member for up to two long semesters after employment.
  - 3.1.1 A teaching course load reduction for newly employed full-time faculty may be used to fall below the standard 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](#).
- 3.2 *Administrative Assignments* - Administrative assignments such as, but not limited to, assistant or associate deans, heads of teaching departments and coordinators or directors of academic programs may be considered for course load reduction(s) or another type of compensation.

- 3.2.1 A teaching course load reduction for administrative assignments may be used to fall below the standard 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.
- 3.2.2 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. RESEARCH AND CREATIVE ACTIVITIES ASSIGNMENT CREDIT**

Faculty teaching and load credit may be granted for scholarship activities, including the development of creative works.

A teaching course load reduction for research and creative activities may be used to fall below the standard 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 *Graduate Research Supervision* - Workload credit or compensation for graduate research supervision shall be determined by respective college guidelines.
- 4.2 *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.

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](#).

#### **5. SERVICE AND MAJOR PROJECTS REASSIGNMENT CREDIT**

- 5.1 Faculty teaching and load credit may be granted for major service projects and offices, including serving as Faculty Senate President, Faculty Fellow, and chair or co-chair of the Program for Learning and Community Engagement. Other service positions may grant teaching load credit at the direction of the Provost/VPAA.
- 5.2 A teaching course load reduction for research and creative activities may be used to fall below the standard 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](#).

#### **6. TEACHING ASSIGNMENT OVERLOADS**

- 6.1 Teaching overloads are discouraged and should be approved only in emergency situations and with written approval by the Provost. Full time faculty who are assigned to teach more than the standard load during the academic year 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.

- 6.2 Faculty members receiving a course load reduction for any reason (e.g., administrative duties, research) generally may not be considered for overload assignments. The College Dean can recommend exceptions to this prohibition to the Provost.

## 7. FACULTY OFFICE HOURS

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 the convenience of students and must be posted. Faculty are expected to be available for student conferences at other times by appointment.

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## Definitions

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In general, a faculty member is any full-time or part-time employee of A&M-Texarkana with an appointment as a professor at any rank, instructor, visiting, ad interim, practice, or clinical faculty member. The following further defines faculty positions at A&M-Texarkana:

Full-time appointment: a 100% time assignment for a minimum of nine months (September through May).

Part-time appointment: a faculty member who is employed for less than 100% time. Such faculty may be involved in advising, committee work, and other assignments as the department may require. Employment of part-time faculty is contingent on the generation of sufficient enrollment in classes they are assigned to teach. These part-time appointments may not hold tenure or tenure-track status.

Tenured and tenure-track faculty: faculty members holding the rank of assistant professor, associate professor, or professor employed in a tenure-track position. Only tenured and tenure-track faculty members may hold academic administrative positions.

Academic Administrative positions: assignments that administer a specific academic discipline such as program coordinator, associate/assistant dean, dean, or director of a specific discipline.

Non-tenured and non-tenure-track faculty: faculty members of any rank whose letter of appointment does not specify that the position is tenure-track or that tenure is awarded at the time of employment. If a faculty member who holds a non-tenure-track position is later appointed to a tenure-track position, time served in the non-tenure-track faculty position does not automatically count toward tenure, but the faculty member may request from the respective college dean that the time count as credit toward tenure. Faculty members holding this designation of employment are appointed annually based upon need and annual review of the faculty member's performance in teaching effectiveness, professional growth and service, and non-teaching activities supportive of designated university programs.

Ad Interim Faculty: members so designated when needed to fill temporary short-term appointments and when timing of a vacancy does not allow for an appropriate search to be conducted. The appointee must have at least a master's degree in the appropriate discipline. If assigned to full-time responsibilities, the appointment shall not exceed a total of one academic year.

Instructor: members so designated when a program has an ongoing need for faculty other than those in the tenure-track process. Members of this rank may or may not have a terminal degree but must have a master's degree in the appropriate discipline or a professional degree in the appropriate discipline. Appointment is year-by-year, based on need. Satisfactory performance by members of this rank, as determined by adequate supervision and evaluation, is required prior to consideration of reappointment. Faculty holding this title shall be evaluated for teaching effectiveness, professional growth and service, and non-teaching activities supportive of designated university programs.

Clinical Faculty: members who are full-time appointments of highly skilled and experienced practitioners (usually in nursing, health and behavioral sciences, social work, or teacher education) who address a specific need in a department or college. Members of this rank may or may not have a terminal degree but must have a master's degree in the appropriate discipline or professional degree in the appropriate discipline. Appointment is year-by-year, based on need. Satisfactory performance by members of this rank, as determined by adequate supervision and evaluation, is required prior to consideration of reappointment. Faculty holding this title shall be evaluated for teaching effectiveness, professional growth and service, and non-teaching activities supportive of designated university programs.

Visiting Faculty: members who are typically faculty from another university or professional staff of a research laboratory who are invited to serve as a member of the A&M-Texarkana faculty for no more than one academic year, unless an extension is authorized by the Provost/VPAA. Although visiting professors may be tenured at another university, they may not hold tenure or tenure-track status at A&M-Texarkana. Visiting faculty must hold a degree appropriate for the position, equivalent to that required for a full-time, tenure-track faculty member in this position.

Faculty of Practice: members with full-time non-tenure-track appointments who have skills and expertise primarily acquired in non-academic careers. These appointments are typically for faculty members who have had primary employment in a profession outside of academia. Members appointed as Professor of Practice must have a terminal degree in one of the disciplines related to the programs in the College for which they are hired and shall have achieved exceptional distinction as practitioners in any of the respective disciplines. Members without a terminal degree shall be appointed as Instructor of Practice. Faculty of Practice may have a term of three to five years of service with annual renewable appointments permissible after the first year of employment and may be terminated for just cause such as unsatisfactory performance or programmatic changes, including budgetary limitations. Satisfactory performance by members of this rank, as determined by adequate supervision and evaluation, is required prior to consideration of reappointment. Faculty holding this title shall be evaluated for teaching effectiveness, professional growth and service, and non-teaching activities supportive of designated university programs. Faculty of Practice will be reviewed on an annual basis by their department head or supervisor.

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

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[System Policy 12.03, Faculty Academic Workload and Reporting Requirements](#)

[System Policy 12.07 Fixed Term Academic Professional Track Faculty](#)

[University Rule 12.03.99.H1 Faculty Academic Workload and Reporting Requirements](#)

**Contact Office**

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