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.

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/Program Coordinator/Dean’s designee 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. **STANDARD TEACHING LOAD**

3.1 The standard 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 standard 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.

3.2 Graduate courses (5XX and 6XX level courses) academic workload credit calculated as credit hour value of the course multiplied by 1.33. (3-credit-hour course = 4 workload credits.)

3.3 The standard full-time fall and spring semester teaching load for all full-time non-tenure-track faculty is 15 SCH of classroom teaching per semester.

3.4 The load for combined summer terms for all faculty employed in the summer is no more than 6 SCH.

4. **CREDIT-GENERATING DIRECT INSTRUCTION**

4.1 Instruction of lecture and seminar courses

4.2 Laboratory and clinical instruction

   4.2.1 Laboratory classes are credited at 0.67 per contact hours per week

   4.2.2 Lecture+Lab classes are credited by calculating the lecture and lab separately and adding those values together. Contact hours of lectures and lab sections are determined by the course listing.

4.3 Other Forms of Instruction

Each college shall develop and maintain a procedure for considering these activities as part of a faculty member’s workload or to be paid supplementally, as applicable.

- Master’s Thesis Supervision
- Doctoral Dissertation Supervision
- Student Teacher supervision
- Independent Study
- Special Problems/Readings
- Clinical Instruction
- Studio Instruction
- Internship Supervision
- Practicum Supervision
- Honor’s Thesis Supervision
- Others deemed as appropriate
5. 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:

5.1 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.

5.1.1 A teaching course load reduction for newly employed tenure track 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.

5.1.1.1 This reduction is equivalent to no more than a 3 hour load per long semester

5.1.2 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.

5.1.2.1 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. This reduction is equivalent to no more than a 3 hour load per long semester.

5.1.2.2 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.

6. RESEARCH AND CREATIVE ACTIVITIES

6.1 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. Faculty teaching in a doctoral program are expected to develop and maintain a rigorous research agenda approved by the College Dean.

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.

6.2. Graduate Research Supervision - Workload credit and compensation for graduate research supervision shall be determined by respective college guidelines.
6.3 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.

6.3.1 A teaching course load reduction for other projects may be used to fall below the standard 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. This reduction is equivalent to no more than a 3 hour load per long semester.

6.3.2 All requests for teaching workload reductions shall be initiated by the faculty on the "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.

7. TEACHING ASSIGNMENT OVERLOADS

7.1 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 standard load during any semester may do so as an overload and will be provided additional compensation in the amount of no less than $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 may be "banked" and credited toward a faculty's teaching assignment during a subsequent (spring, summer, or fall) semester.

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

8. FACULTY OFFICE HOURS

8.1 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.
9. INSTITUTIONAL WORKLOAD RULE DEVELOPMENT AND REVISION

9.1 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 confirmation by the vice chancellor for academic affairs.

10. REPORTS REQUIRED

10.1 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.

10.2 (See System Policy 12.03, Faculty Academic Workload and Reporting Requirements).

Definitions

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.
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
903-223-3004

System Approvals*

Approved for Legal Sufficiency:

Ray Bonilla
General Counsel

Approved:

John Sharp
Chancellor

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