

## 12.03.99.C1

# Faculty Workload



Revised: January 8, 2020

Next Scheduled Review: January 8, 2025

[Revision History](#)

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### Rule Summary

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Faculty are expected to satisfactorily perform commonly accepted duties which will advance and enhance the teaching/learning process, the quality of academic programs, the impact of academic and professional service, and each faculty member's respective academic discipline.

Acknowledging the diverse responsibilities of its faculty, the university supports an equitable and reasonable workload assignment system. The university follows the guidelines described below and in university procedure *12.03.99.C1.01, Assignment of Faculty Workload Credit*, which specifies the amount of workload credit that may be granted for various faculty assignments.

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### Rule

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#### 1. GENERAL

- 1.1. Recognized duties include, but are not limited to, classroom teaching, scholarly study, basic and applied research, creative activities, professional development, student advising/mentoring and counseling, course and curriculum development, continuing education, public service, assistance in the administration of the academic program, participation in college and university governance, special projects of the university, and similar academic activities. These duties are inherent in the life and work of a faculty member.
- 1.2. Full-time tenured/tenure-track faculty are expected to accrue 24 workload credits (usually 12 credits each long term) over the academic year. Full-time fixed-term (non-tenure track) faculty are expected to accrue 30 workload credits (usually 15 credits each long term) over the academic year. These workload credits are assigned for instruction and for a variety of instruction-

related activities, scholarship and creative activity, service, and administrative assignments.

1.3. Faculty may be assigned non-instructional workload credit by the dean of each college in consultation with the appropriate department chair.

## 2. CREDIT-GENERATING INSTRUCTION

2.1. Teaching activities include but are not limited to the following:

- (a) lecture courses and seminar courses,
- (b) laboratory and clinical instruction,
- (c) music ensemble, private music lessons, and studio art,
- (d) practicum and internships as group courses, team teaching, and student teacher supervision, and
- (e) master's thesis and doctoral dissertation.

2.2. Guidelines for assigning workload credits for these activities are provided in university procedure *12.03.99.C1.01, Assignment of Faculty Workload Credit*.

## 3. ADMINISTRATIVE ASSIGNMENTS

Faculty members may receive academic workload credit for administrative assignments. The amount of workload credit for administrative duties that a faculty member receives is dependent upon the complexity of the department or program, the assigned duties of the position, and the number of faculty members or students supervised. Positions in which a faculty member is given an administrative, supervisory, or coordinative assignment directly related to the instructional programs and purposes of the university include but are not limited to: assistant/associate dean, chairperson of a department, director of a school, coordinator of a disciplinary area, graduate program coordinator, and coordinator or director of a center, program, or clinic. For additional information, see university procedure *12.03.99.C1.01, Assignment of Faculty Workload Credit*.

## 4. NON-ADMINISTRATIVE ACADEMIC ASSIGNMENTS

4.1. Academic workload credit may also be given for non-administrative academic assignments, including instruction-related activities, scholarship and creative activity, service, and other academic assignments. A faculty member may earn workload credits to be used the current semester or "banked" for

subsequent semesters within the academic year (September 1 - May 31). See the information on overloads in university procedure *12.03.99.C1.01, Assignment of Faculty Workload Credit*.

- 4.2. During the academic year, a faculty member, with the approval of the department chair and college dean, may request possible academic workload credits for non-administrative reasons including: (1) instruction-related activities, (2) scholarship and creative activity, (3) service, and (4) special circumstances. Below is an explanation of the types of activities included in each of these categories. Specific guidelines on the amount of workload credit allowed for the various activities is provided in university procedure *12.03.99.C1.01, Assignment of Faculty Workload Credit*.

#### 4.2.1. Instruction-related Assignments

Adjustments to workload credits may be allowed for various instruction-related assignments, including teaching assignments that include additional responsibilities. This category includes, but is not restricted to:

- (a) teaching large classes, especially those that involve supervision and coordination of teaching assistants, graders, or of multiple laboratory or discussion sections. This will be further defined at the college level.
- (b) developing new degree programs or conducting major curriculum revisions, and
- (c) teaching field-based courses.

#### 4.2.2. Scholarship and Creative Activity

4.2.2.1. Academic workload credit may be assigned for research/intellectual contributions/creative activity. Faculty granted academic workload credit for these activities must demonstrate satisfactory progress in their efforts during their annual evaluations by chairs, directors, and/or deans. When appropriate (at the discretion of the college dean), this designation may be considered to incorporate workload credit for service on, or chairing of, individual graduate committees.

4.2.2.2. Academic workload credit may be provided for certain activities related to scholarship and creative activity. Also, a

faculty member may receive academic workload credits when external grants fund their salary.

#### 4.2.3. Service

A faculty member may receive academic workload credit for extraordinary service at the university, in the academic discipline, and/or to the public. (See section 3.3 of university procedure *12.03.99.C1.01, Assignment of Faculty Workload Credit* for more information.)

#### 4.2.4. Special Circumstances

4.2.4.1. The President may grant academic workload credit for special presidential assignments.

4.2.4.2. The Provost and Vice President for Academic Affairs (Provost) may grant academic workload credit for reasons not described in this rule.

4.2.4.3. A college dean may grant academic workload credit for reasons not described in this rule.

### 5. WORKLOAD RESPONSIBILITIES

5.1. The responsibility for ensuring compliance with workload requirements and equity within the college lies with the college dean. See university procedure *12.03.99.C1.01, Assignment of Faculty Workload Credit* for information on the Faculty Workload Report process.

5.2. Within the framework of university workload requirements, in consultation with and by majority vote of the college faculty, each college will develop a process for assigning academic workload credit. See university procedure *12.03.99.C1.01, Assignment of Faculty Workload Credit* for additional information.

5.3. College-level processes relating to assigning academic workload credit will be reviewed and revised by each college within six (6) months (excluding summers) of published updates to this rule and/or the associated procedure: *12.03.99.C1.01, Assignment of Faculty Workload Credit*. The typical review cycle is every five (5) years, but updates to related system policies or regulations and/or other circumstances may result in more frequent reviews.

5.4. The Provost has final responsibility for the approval of academic workload in conformity with university rules and procedures and system policies and regulations. The ultimate responsibility for ensuring workload equity across the university lies with the Provost. Each semester the university submits a report to the Texas A&M University System and the Texas Higher Education Coordinating Board regarding workload compliance.

6. REQUESTS FOR REVIEW OF ACADEMIC WORKLOAD ASSIGNMENTS

Texas A&M University-Corpus Christi recognizes the right of faculty members to request a review of workload assignments before a panel of peers. For details about the review process, see university procedure *12.03.99.C1.01, Assignment of Faculty Workload Credit*.

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## Related Statutes, Policies, or Requirements

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System Policy [12.03, Faculty Academic Workload and Reporting Requirements](#)  
University Procedure [12.03.99.C1.01, Assignment of Faculty Workload Credit](#)

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## Contact Office

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Contact for clarification and interpretation: Provost and Vice President for Academic Affairs  
(361) 825-2722