

FACULTY WORKLOAD

University Rule 12.03.99.C1 - Approved July 31, 2000
Supplements System Policy 12.03

1. GENERAL

- 1.1 To support the mission of Texas A&M University-Corpus Christi, members of the faculty perform their classroom duties and carry out a variety of essential functions. As part of their regular faculty responsibilities, faculty members are expected to satisfactorily perform the following functions: academic advising; supervision of undergraduate and graduate students; direction of individual studies, theses, and dissertations; leadership in curriculum development; participation in college and university governance; scholarship; and participation in professional activities, community activities, and special projects of the university. (See University Statement 12.01.99.C1.03, Responsibilities of Full-Time Faculty Members.)
- 1.2 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 Statement 12.03.99.C1.01, which specifies the amount of workload credit that may be granted for various faculty assignments.
- 1.3 The academic workload standard for full-time faculty members is 12 workload credits per semester. (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 instructionally-related, administrative, scholarly, and service activities. The instructional component will be consistent with System Policy 12.03.
- 1.4 Assignments of non-instructional workload credit are made by the dean of each college on the basis of recommendations made by the appropriate department chair in consultation with the departmental faculty. Non-instructional workload assignments greater than 6 workload credits require the approval of the Provost and Vice President for Academic Affairs.

2. CREDIT-GENERATING DIRECT INSTRUCTION

- 2.1 Direct teaching activities include but are not limited to the following:
 - (1) instruction of lecture and seminar courses,
 - (2) laboratory and clinical instruction, music ensemble, and studio art,
 - (3) supervision of student teachers,

- (4) private music lessons,
- (5) chairing master=s thesis committees,
- (6) chairing doctoral dissertation committees,
- (7) teaching a practicum as a group course, and
- (8) team teaching.

2.2 Guidelines for assigning workload credits for these activities are provided in University Statement 12.03.99.C1.01.

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: assistant dean, chairperson of a department or director of a school, coordinator of a disciplinary area, and coordinator or director of a center, a program, or a clinic. For additional information, see University Statement 12.03.99.C1.01.

4. NON-ADMINISTRATIVE ACADEMIC ASSIGNMENTS

4.1 Academic workload credit may also be given for non-administrative academic assignments, including instructionally-related activities, scholarship, service, and other academically-related assignments. A faculty member may earn workload credits to be used the current semester or "banked" for subsequent semesters within the fiscal year (September 1 - August 31). See the information on overloads in University Statement 12.03.99.C1.01.

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) instructionally-related activities, (2) scholarship, (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 Statement 12.03.99.C1.01.

4.3 Instructionally-related Assignments

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

- (1) teaching large classes, especially those with writing assignments, essay tests, or similar complex tasks, or that involve supervision and coordination of teaching assistants, graders, or of multiple laboratory or discussion sections.
- (2) developing new degree programs, conducting major curriculum revisions, or developing new courses,
- (3) teaching distance learning courses, as discussed in 12.03.99.C1.01,
- (4) teaching field-based courses in Education, and
- (5) coordinating student advising.

4.4 Scholarship

4.4.1 Academic workload credit may be assigned for research/intellectual contributions/creative activity. Faculty granted academic workload credit for these activities must demonstrate progress in their efforts at the end of each semester of the workload credit. Peer review is necessary for any work to be deemed as scholarship for purposes of academic workload credit.

4.4.2 Academic workload credit may be provided for certain activities related to scholarship, such as preparation of a major research grant or contract proposal. Also, a faculty member may receive academic workload credits when external grants fund his or her salary. Finally, a new faculty member may receive academic workload credit to establish a research agenda and develop courses.

4.5 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 4.3 of University Statement 12.03.99.C1.01 for examples.)

4.6 Special Circumstances

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

4.6.2 With the consent of the Provost and Vice President for Academic Affairs, a college dean may grant academic workload credit for reasons not described in this rule.

5. MONITORING WORKLOAD

5.1 College Responsibilities and Procedures

5.1.1 Within the framework of university workload rules, each college, with formal advice from and by majority vote of the faculty, will develop procedures for assigning academic workload credit. Please see University Statement 12.03.99.C1.01 for additional information.

5.1.2 The ultimate responsibility for ensuring compliance with workload rules and equity across the college lies with the college dean. See University Statement 12.03.99.C1.01 for information on the Faculty Workload Report process.

5.2 University Responsibilities

The Provost and Vice President for Academic Affairs has final responsibility for the approval of academic workloads in conformity with university rules and procedures and Texas A&M University System policies. 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

6.1 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 Statement 12.03.99.C1.01.