

ASSIGNMENT OF FACULTY WORKLOAD CREDIT

University Statement 12.03.99.C1.01 - Revised December 13, 2004
Supplements System Policy 12.03 and University Rule 12.03.99.C1

1. GENERAL

This document should be read in conjunction with University Rule 12.03.99.C1, Faculty Workload, which contains general standards for the assignment of the faculty workload credit. Provided below are more specific guidelines for the assignment of workload credit for direct instruction, administrative assignments, and non administrative academic assignments.

2. CREDIT-GENERATING DIRECT INSTRUCTION WORKLOAD CREDITS.

Generally, workload credits will be assigned to direct teaching activities as described below.

- 2.1 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 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.)
- 2.3 Laboratory Instruction, Music Ensemble, Studio Art. Academic workload credit is equal to the instructional contact hours per week multiplied by .67. (3-contact-hour lab section = 2 workload credits; 6-contact-hour art studio = 4 workload credits.)
- 2.4 Student Teacher Supervision. Academic workload credit for supervising student teachers in a 6-credit-hour course is .5 workload credit per student enrolled. Academic workload credit for supervising student teachers in a 3-credit-hour course is .25 workload credit per student enrolled. (6 students enrolled in a 6-hour student teaching course = 3 academic workload credits.)
- 2.5 Private Music Lessons. Academic workload credit is .67 load credits for each contact hour per student enrolled. (3 students taught for one contact hour each = 2 workload credits.)
- 2.6 Master's Thesis Committee Chair. Some faculty members will serve on thesis committees and/or direct theses as a normal part of their contractual responsibilities. Other faculty members who do not have thesis committee service and/or thesis direction as a part of load may be awarded additional academic workload credit for that purpose upon the recommendation of the college dean and approval of the Provost. The proportion of workload credit assigned rests with the individual colleges

due to their unique and specific needs. Faculty members who do not have assigned workload for thesis supervision will receive .5 workload credit per graduated student for which they were assigned as master's thesis chair. Faculty members may receive a stipend at the appropriate proportion of the university overload rate.

2.7 Doctoral Dissertation Committee/MFA Thesis Chair. Some faculty members will have work assignments that encompass serving on dissertation/thesis committees and/or directing doctoral dissertation or MFA theses as a normal part of their contractual responsibilities. Other faculty members who do not have dissertation/MFA thesis committee service and/or doctoral dissertation or MFA thesis direction as a part of load may be awarded additional academic workload credit for that purpose upon the recommendation of the college dean and approval of the Provost. The proportion of workload credit assigned rests with the individual colleges due to their unique and specific needs. Faculty members who do not have assigned substantial workload for doctoral dissertation/MFA thesis supervision will receive 1.00 workload credit per graduated doctoral/MFA student for which they were assigned as doctoral dissertation chair/MFA thesis chair. Faculty members may receive an equivalent stipend at the appropriate proportion of the university overload.

2.8 Practicum Taught as Group Course. Academic workload credit equals the credit hour value of the course.

2.9 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.)

3. ADMINISTRATIVE ASSIGNMENTS

Faculty members assigned to administrative positions below the level of dean (for example, assistant dean, department chair, academic program coordinator, and coordinator or director of a center, a program, or a clinic) may receive up to 6 workload credits per semester for performing those duties. The amount of workload credit assigned depends upon the complexity of the department or program, the assigned duties of the position, and the number of faculty members or students supervised.

4. NON-ADMINISTRATIVE ACADEMIC ASSIGNMENTS

4.1 Instructionally-Related Workload Credits

Various activities directly related to instruction may receive academic workload credit. The following adjustments to faculty academic workload may be allowed, as further defined by college procedures:

- 4.1.1 Large Lecture Classes. Large lecture classes, especially those with writing assignments, essay tests, or similar complex tasks, that participate in the Triad, or that involve supervision and coordination of teaching assistants, graders, or of multiple laboratories or discussion sections may receive up to 4 workload credits to compensate for the additional workload involved in teaching these courses.
- 4.1.2 Curriculum and Course Development. Faculty involved in developing new degree programs, conducting major curriculum revisions, or developing new courses may receive up to 3 workload credits depending on the complexity and amount of work involved.
- 4.1.3 Distance Learning. Faculty members teaching courses more than 50 miles from both campus and place of residence, or who are teaching distance learning courses via electronic means may receive up to 3 academic workload credits in recognition of the additional workload involved in teaching these courses.
- 4.1.4 Student Advising. Faculty members with major responsibilities for coordinating academic advising programs may receive up to 3 workload credits depending on the complexity and amount of work involved.
- 4.1.5 Field-based Course Work in Education. Faculty members who teach two or more field-based courses on-site in the public schools may receive up to 3 additional workload credits depending on the complexity and amount of work involved.

4.2 Scholarship Workload Credits

- 4.2.1 Scholarly and Creative Activity. Generally, academic workload credit for scholarly and creative activities is recommended through a proposal submission process involving peer review. Faculty members who meet the guidelines in University Rule 12.03.99.C1 for workload credit for scholarly and creative activities may receive up to 12 hours of workload credit for scholarship depending on the extent and complexity of the activity. Faculty members teaching in master's programs must demonstrate a high level of competence in scholarship. Faculty members teaching in doctoral programs must demonstrate their research capability. Some fields having specialized accreditation have higher scholarly productivity expectations.
- 4.2.2 Preparation of Research Grant and Contract Proposals. Faculty members may receive up to 3 hours of workload credit to prepare a major research grant or contract proposal.

- 4.2.3 Externally Funded Grants. A faculty member may receive up to 12 workload credits per term when funding is provided by external research grants or contracts.
- 4.2.4 New Faculty. Faculty new to Texas A&M University-Corpus Christi may receive up to 3 semester hours of workload credit each semester during their first year of employment for the purpose of establishing their research agendas and developing courses.

4.3 Service Workload Credits

- 4.3.1 Professional Service Activities. The amount of workload credit granted by the dean for service depends on the complexity and workload of the service activity. Faculty members may receive up to 6 academic workload credits for service activities such as: writing a major training or professional development grant, chairing a major university or college committee, chairing an accreditation self-study task force, editing a major academic journal, serving in a leadership role in a national or regional professional organization, or carrying an unusually heavy service assignment.
- 4.3.2 Speaker of the Faculty Senate. The Speaker of the Faculty Senate receives 6 academic workload credits per semester.

4.4 Workload Credit for Special Circumstances

- 4.4.1 The President may grant up to 12 academic workload credits per semester for special presidential assignments.
- 4.4.2 With the consent of the Provost and Vice President for Academic Affairs, a college dean may grant workload credit for reasons not described in the university's workload rule.

5. UNDERLOADS AND OVERLOADS

Because of fractional workload assignments that may not add exactly up to 12 workload credits per semester, workload credit totals between 11.50 and 11.99 are rounded up to 12 and considered to be full-time. A faculty member is considered to be in an overload situation in a fall or spring semester when total academic workload credits equal 13 or higher. At the option of the faculty member at the time the overload assignment is agreed upon, monetary compensation at adjunct rates (or compensation as specified in University Rule 15.01.01.C1) can either be provided during that semester, or compensating workload reduction can be agreed to in a subsequent term in the same fiscal year (September 1-August 31).

6. MONITORING WORKLOAD

- 6.1 See University Rule 12.03.99.C1 for general information on college and university responsibilities and procedures regarding the monitoring of faculty workload. College procedures may specify additional circumstances in which academic workload credit may be granted, based upon conditions specific to the individual college.
- 6.2 While maintaining college-level flexibility within university rules, the college procedures must include:
- (1) mechanisms for faculty within disciplinary areas along with the program coordinator and/or department chair to develop a plan for academic workload assignments for each faculty member in that discipline
 - (2) mechanisms for faculty to apply for non-instructional workload credit using the appropriate university forms
 - (3) mechanisms for documenting the results of the activities for which workload credit was granted
 - (4) mechanisms for department chairs and deans to review and request adjustments to workload plans and assignments proposed by faculty in disciplinary areas
 - (5) procedures for including requests for workload credit for activities other than direct instruction and consequent workload assignments and plans in faculty personnel files and for taking account of these matters in tenure, promotion, and other personnel decisions.
- 6.3 To help assess academic workload, each college must complete a Faculty Workload Report as prescribed by the Texas Higher Education Coordinating Board. Each semester the dean completes and returns the report to the Office of Planning and Institutional Effectiveness, which forwards it to the Provost and Vice President for Academic Affairs. The report describes in specific terms the means by which each FTE faculty member meets the twelve academic credit workload.

7. REQUESTS FOR REVIEW OF ACADEMIC WORKLOAD ASSIGNMENTS

- 7.1 Any faculty member who believes his/her requests for workload credit for non-instructional activities have been arbitrarily and unfairly denied should seek a satisfactory resolution within 30 days of that request through preliminary inquiry, discussion, or confidential mediation with the department chair. The review may be terminated by mutual consent at this point; however, if a satisfactory resolution is not reached, the faculty member may exercise the right to further review.

- 7.2 The faculty member, whether tenured or on probationary status, must make his or her request for further review in writing to the dean of the appropriate college no later than 14 calendar days after receiving notification of his/her academic workload for the semester in question. In discussion with the dean, the faculty member may state his/her reasons that the requested workload credit should be granted. The dean will have 10 working days after this discussion to render a decision in writing to the faculty member.
- 7.3 Faculty members who wish to appeal the decision of the dean may request further review in writing within 10 working days of receipt of the written notification of the dean's decision. This request must be submitted in writing to the Provost and Vice President for Academic Affairs, who will direct the Faculty Affairs Committee of the Faculty Senate to review it within 30 days of receipt of the request for peer review. This committee may make inquiry as it deems necessary, offer confidential advice to the faculty member and the administration, and attempt to effect a solution. Within 30 days of the conclusion of its review, the Faculty Affairs Committee will submit its findings to the Provost and Vice President for Academic Affairs. The decision of the Provost and Vice President for Academic Affairs is final.

Contact for Interpretation: Provost and Vice President for Academic Affairs