Faculty Workload Policy
TAMU-CC College of Education and Human Development

(Last revised March 8, 2021)

Introduction

The TAMU System and University Policy 12.03.99.C1 (Faculty Workload) recognize teaching, scholarship, and service as essential and expected elements of workload for individual faculty. These elements are reflected in evaluation policies governing considerations of continued contractual employment at the university including granting of Promotion and Tenure (P&T) and consideration for merit pay increases. Accordingly, every tenured/tenure track faculty member is expected to be involved in all three areas of work: teaching, research, and service. Typically, full-time tenured/tenure-track faculty are expected to accrue 24 workload credits (usually 12 each long term) over the academic year, plus spend some time contributing service to the department, college, university, profession, etc. Full-time clinical faculty (fixed term) are expected to accrue 30 workload credits (usually 15 each long term) over the academic year, as well as make appropriate service contributions as noted above and aligned to the role as clinical faculty. These workload credits are assigned for instruction and for a variety of instructionally related, administrative, scholarly, and service activities extending beyond the normal scope of expected university service.

The COEHD workload/service policy enables academic programs to serve their constituencies (their students, their professional disciplines, the citizens of the state of Texas) within the regulatory guidelines of the TAMUS and TAMUCC workload policy.

Each year as part of the COEHD ADEP process, each faculty member, in consultation with their department chair, will discuss and document workload/service expectations for the semester and academic year. Department chairs from each COEHD academic department will articulate an agreed-upon workload/service proposal for each individual faculty member based on the ADEP meeting. A department chair may propose ‘workload reassignment credit’ for individual faculty members with designated responsibilities deemed appropriate for the unit (see Workload Reassignment Credit below). Factors that may influence workloads between departments might include labor-intensive pedagogies, involvement in graduate programs, disciplinary norms, involvement in the provision of general education, and the requirements associated with the variety of scholarly and creative activities. Workload credit for service above and beyond normal service can be considered as part of the workload credit. Accordingly, Individual faculty workloads may vary among faculty members and across the academic semester/year. Each faculty’s preliminary individual proposed workload assignment for the ensuing fall semester should be discussed with the department chair during the annual end of year ADEP meeting. Because enrollment often determines final fall workload assignment, the final workload recommendations will be submitted and approved by the COEHD Dean near the beginning of each academic semester.

COEHD Procedures for Faculty Workload Assignment
COEHD faculty workload is based on the expectation of a 12 SCH/academic semester for all tenured and tenure-track faculty and a 15 SCH/academic semester for clinical/fixed-term faculty members. Typical service is considered in addition to the faculty workload.

In general, it is expected that the portion of the workload assigned to instruction will vary, on average, from 3 to 12 credits per term depending on a variety of factors such as involvement in the supervision of graduate students, level of scholarly productivity, and assignment of administrative duties. Individual workloads are determined in the department and subject to the approval of the Dean’s Office. Departmental proposals for faculty workload must be aligned with promotion and tenure guidelines and linked to standards for consideration of merit pay raises. Per University Policy, “During the faculty member’s annual evaluation, the annual evaluation document must specify the weight of the workload allocation for teaching, scholarship, and service so that the sum of these weights total 100% for the year for which the faculty is being evaluated.” This alignment must be documented as part of the ADEP process. Currently, with the exception of specialized cases, the evaluative weightings for teaching, research, and service reflect the College’s commitment to the University’s strategic initiative to provide instruction that is informed by best research-informed practices and development of pedagogical and learning sciences in support of attaining Emerging Research Status (ERI) and Carnegie R2 status. Accordingly, our faculty are expected to be active researchers and scholars and willing departmental, College, and University citizens for serving our intellectual and professional community. The current COEHD standard heuristic rubric for evaluative weighting of tenured/tenure track faculty work activities is 40% for teaching, 40% for research, and 20% for service.

Workload Reassignment Credit for Engaging in Scholarly Activity.

Based on the current COEHD Dean’s initiative, all COEHD tenured and tenure-track faculty may be approved for a 3-hour workload reassignment credit for engaging in significant scholarship upon recommendation of department chair to the COEHD Dean. The research activity workload reassignment is designed to support faculty efforts for engaging in scholarly pursuits. The investment of the COEHD administration represents acknowledgement of our emergence as a R2 university. The reassignment will be granted upon faculty maintaining at least a satisfactory performance rating (2) in the area of research and scholarly activity on the most recent faculty annual review evaluation.

Workload reassignment credit for academic service and administrative project assignments

Engagement in academic service at the department, college, university, and professional levels, such as committee work or curriculum development, is expected of all faculty and is reflected in all measures of performance review (ADEP, merit, and promotion and tenure review processes). However, provision for workload reassignment for academic service and administrative assignments is provided through the process of chair recommendations to the COEHD Dean for approval.

TAMUCC designated workload reassignment for administrative assignments
In accordance with TAMUS and TAMU-CC Policy, COEHD workload reassignment for designated administrative titles below the Dean, for example, associate/assistant deans, department chairs, academic program coordinators, undergraduate or graduate program coordinators and coordinator or director of a center program or clinic) may receive up to 9 workload credits per semester for performing those duties.

- Assistant or Associate Deans – Minimum of 50% workload reassignment
- Department Chairs- Minimum of 50% workload reassignment

In addition to TAMU-CC designated administrative titles, the COEHD Dean may in consultation with department chair approve workload reassigned credit (or stipend compensation) on a semester or year-long basis to individual faculty involved in significant departmental/college responsibility deemed to exceed expectations for general service required by TAMU-CC policy of the faculty role.

Assignments requiring 6 hrs./week should be used as a guide for department chair decision to request course reassignment. (6 hrs is commensurate with estimates of standard course time commitments of 3hrs/class time & 3 hours of Prep/grading)

Examples of designated service workload reassignment might include:

1. Serving as the designated/named departmental liaison and responsible person for facilitating and ensuring departmental compliance with university and outside-university regulations (Certification; TEA;)
2. Providing time-limited leadership on a departmental Initiative (e.g., curriculum design; grant or funding initiative etc.)
3. Providing start up support for new faculty who negotiate a reduced teaching load during their first-year appointment. The Dean will determine how start up reassignments are implemented through consultation with department chair.
4. Substantial leadership within or outside of the University that is recognized to require a substantial and sustained time commitment may be considered as service eligible for workload reassignment.

**Workload Reassignment for Credit -Generating Direct Instruction**

TAMUCC policy recognizes the effort involved in programming and supervision of credit-generating direct instruction. In the COEHD, workload reassignment credit may be approved for significant student supervision of students (such as dissertation advising, field or study abroad experiences, work overloads).

**Workload Credit for Chairing and Methodological Consultation on Doctoral Dissertations**

Workload considerations for faculty supervision of dissertations may vary according to departmental structure and faculty availability to chair and departmental needs. The coverage of other required coursework in the program and the budget available are factors that must always be considered by the department chair and dean. Thus, this workload policy is meant to outline general principles for
equitable distribution of workload in ways that acknowledge and support faculty dissertation work, while also incentivizing student progress through the educational program.

Chair designation is defined when a faculty member is listed as Chair (on CGS committee form) and students are eligible for enrollment in a section of Dissertation in Progress (DIP) under their supervision.

Faculty members are normally eligible for serving as a doctoral dissertation chair:

1. When they attain CGS endorsed Graduate Faculty status within the COEHD
2. After they have successfully served as co-chair on at least one doctoral dissertation.

Faculty teaching Dissertation in Progress (e.g., CNEP 6397) are eligible for consideration of workload reassigned credit. Faculty supervising as doctoral dissertation chair for three (3) or more students in one semester may receive a maximum of three-hour workload reassignment credit in a single semester. Normally, faculty members are limited to receiving a maximum 3-hour sch workload credit for dissertation advising in a single semester and one dissertation advising reassignment per academic year for each cohort of 3 students enrolled. However, a second 3 hr SCH reassignment may be granted if faculty have a DIP enrollment of at least 6 students in a single academic semester. In some cases, the Dean in consultation with the department chair may allow for different workload allocation if necessary. Accordingly, if 6 students are enrolled in Fall semester DIP, then faculty may receive 3hr sch workload reassignment for Fall and 3 sch assignment for the spring semester. In the situation where a faculty member has six DIP students enrolled in a spring semester, a faculty reassignment credit may be deferred or rolled over to the next long academic semester (Fall).

Each academic department (under the supervision of the department chair) will be responsible for monitoring DIP enrollments for purposes of consideration of faculty reassignment time.

The COEHD Doctoral dissertation policy specifies that students are expected to complete their doctoral degree with a maximum of 18 DIP hours (6 academic semesters). However, faculty will be eligible for consideration of reassigned time limited for a total of two academic semesters (6 hours) for advising work with a particular student. Students may continue to enroll in dissertation hrs but will not count toward the minimum of 3 students needed for a 3-hr course reassignment. Faculty members are also normally limited to serving as chair on six (6) active doctoral student committees simultaneously. In principle, maximum chairoing load represents a best practice recommendation for professional supervision. This maximum proscription also reinforces equitable distribution of professional responsibilities and opportunities for professional growth to more faculty members. Departmental recommendations to the Dean for exceptions to these maximums may be considered in cases when student and departmental needs require it.

A Faculty member may serve as an appointed methodologist (methodological consultants) on the doctoral dissertation committee. As such the faculty member may be primarily responsible for supporting student progress in design and methodological implementation of the dissertation project.

Faculty serving as dissertation methodologist may be granted workload reassignment time when they are appointed as methodologist for three or more students enrolled in Dissertation in Progress. Methodologist based reassignments will be limited to accrual of 3 total hours of reassigned
time/student they are advising. These faculty workload reassignments will be documented by the department chair (in ADEP and official workload reports) and maintained in the Dean’s Office.

**Summary of DIP related work reassignment**

In carrying three (3) dissertation students as dissertation chair, a faculty member may accrue six (6) hours of 6398 workload credit per student across four (4) regular semesters (not counting uncompensated summer). Thus, the maximum faculty credit is six hours; the student, however, can still take up to 18 hours, yet without faculty counting those hours toward load.

A faculty member may also accrue three (3) hours to support as a methodologist across the entire dissertation. This can be in addition to the six (6) hours the dissertation chair is allowed. Faculty are encouraged to maximize timing of use of methodologist hours.

Thus, this results in a typical reassignment of one semester per year per 3 dissertation students across two years. Faculty with six (6) or more enrolled student may be considered for 3 sch reassignment each semester across two years.

Documentation must be maintained by the department as students come and go across time to ascertain actual eligible accrued hours.