12.03.99.C1 Faculty Workload

Revised: March 28, 2025
Next Scheduled Review: March 28, 2030
Revision History

Rule Summary

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 varied 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 specify the amount of workload credit that may be granted for faculty assignments.

Rule

1. FACULTY WORKLOAD STANDARDS

1.1. Recognized duties include, but are not limited to, classroom teaching, librarianship, basic and applied research, scholarly study, creative activities, professional development, student advising/mentoring and counseling, course and curriculum development, continuing education, public service, assistance in the administration of academic programs, participation in academic unit (e.g., college, school, library) 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. All full-time faculty are expected to accrue 30 workload credits over the academic year (usually 15 credits each long semester). Each long semester, tenured/tenure-track faculty accrue 12 credits for instruction and 3 credits for research, scholarship, and creative activity (RSCA) to stay current in their field plus an expectation of service. Additional workload credit for RSCA may be granted. Each long semester, fixed-term faculty accrue 15 credits for instruction plus an expectation of service. These workload credits are assigned for instruction, instruction-related activities, librarianship, administrative assignments, and/or non-administrative academic

assignments.

1.3. Faculty may be assigned non-instructional workload credit by the dean/director of each academic unit in consultation with the appropriate department chair/supervisor and as approved by the provost and vice president for Academic Affairs (provost).

2. CREDIT-GENERATING INSTRUCTION

2.1. Teaching activities may 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

(e) directed independent study, and

(f) master's thesis, doctoral dissertation, and Doctor of Nursing Practice projects.

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 workload credit for administrative assignments. 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/director, department chair, 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. Workload credit may also be given for non-administrative academic assignments, including instruction-related activities, librarianship, RSCA, 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 same academic year. 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/supervisor and academic unit dean/director, may request possible workload credits for non-administrative reasons including: instruction-related activities, RSCA, service, and 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 with additional responsibilities. Workload credits for instruction-related assignments include an expectation that the faculty is current and knowledgeable in the field in which they teach. 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 academic unit level.

(b) developing new degree programs or conducting major curriculum revisions, and

(c) teaching field-based courses.

4.2.2. Librarianship

A variety of librarianship activities related to non-instructional based academic duties and services receive workload credit.

4.2.3. RSCA

4.2.3.1. Workload credit may be assigned for research/intellectual contributions/creative activity that is more than the standard expectations. Faculty granted workload credit for these activities must demonstrate satisfactory progress in their efforts during their annual evaluations by department chairs/supervisors, and/or deans/directors. When appropriate (at the discretion of the academic unit dean/director), workload credit may be considered to incorporate workload credit for service on, or chairing of,

individual graduate committees.

4.2.3.2. Workload credit may be provided for certain activities related to RSCA. A faculty member may receive workload credits when external grants fund their salary.

4.2.3.3. Workload credit may be provided to new faculty for RSCA as stated in their notice of appointment.

4.2.4. Service

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

4.2.5. Special Circumstances

4.2.5.1. The president may grant workload credit for special presidential assignments.

4.2.5.2. The provost may grant workload credit for reasons not described in this rule.

4.2.5.3. An academic unit dean/director may grant workload credit for reasons not described in this rule with provost approval.

5. WORKLOAD RESPONSIBILITIES

5.1. The responsibility for ensuring compliance with workload requirements and equity within the academic unit lies with the dean/director. 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 and in consultation with its faculty, each academic unit will develop a process for assigning workload credit and include it in its handbook.

5.3. Academic unit-level processes relating to assigning workload credit will be reviewed and revised by each academic unit in accordance with university procedure *01.01.99.C0.01, Review and Approval of University Rules and Procedures*.

5.4. The provost has final responsibility for the approval of 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 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. See university procedure *12.03.99.C1.01, Assignment of Faculty Workload Credit* for details.

Related Statutes, Policies, or Requirements

System Policy *12.03, Faculty Academic Workload and Reporting Requirements*
University Procedure *01.01.99.C0.01, Review and Approval of University Rules and Procedures*
University Procedure *12.03.99.C1.01, Assignment of Faculty Workload Credit*

Contact Office

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