12.03.99.C1.01 Assignment of Faculty Workload Credit

Revised: February 9, 2026
Next Scheduled Review: June 16, 2030
Revision History

Procedure Summary

This procedure should be read in conjunction with university rule *12.03.99.C1, Faculty Workload*, which contains general standards for the assignment of faculty workload credit. This procedure provides workload expectations and specific guidelines for the assignment of workload credit for credit-generating instruction, administrative assignments, and non-administrative academic assignments.

Procedure

1. FULL-TIME WORKLOAD EXPECTATIONS

1.1. For all faculty, 15 workload credits per long semester is defined as a full-time workload. Activities included in these workload credits are outlined in section 1.2 of university rule *12.03.99.C1, Faculty Workload*.

1.1.1. Because fractional workload assignments may not total exactly 15 workload credits, totals greater than 14.5 are rounded to 15; and are considered full-time.

1.1.2. A faculty member is considered to be in an overload situation in a fall or spring semester when total workload credits is 16 or higher.

1.2. Based upon an agreement between the dean/director and the faculty member, an overload assignment in a semester may be compensated monetarily or with a compensating workload adjustment in a subsequent semester during the same academic year.

1.3. Overload is paid at the adjunct rate. Overload pay may be unavailable to some faculty due to some external granting agencies prohibiting working over 100% of a normal workload.

1.4. During the faculty member's annual performance review, the evaluation document must specify the weight of the workload allocation for

teaching/librarianship, research, scholarship, and creative activity (RSCA), and service so that the sum of those weights totals 100% for the year for which the faculty member is being evaluated.

1.5. So that faculty members will be aware of how they will be evaluated for the subsequent year, the faculty member's annual evaluation letter must also specify the weight of the workload allocation for teaching/librarianship, RSCA, and service for the upcoming year.

1.6. When circumstances arise that require the faculty member's workload allocation to shift, the faculty member must be notified in writing of their new weighted workload expectations.

2. CREDIT-GENERATING INSTRUCTION WORKLOAD CREDITS

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

2.1. Lecture Instruction: Workload credit is equal to the credit hour value of the course (e.g., 3-credit-hour course = 3 workload credits).

2.2. Laboratory Instruction, Nursing Clinical, Music Ensemble and Lessons, Studio Art: Workload credit is equal to the instructional contact hours per week multiplied by 0.67 (e.g., 3-contact-hour lab section = 2 workload credits; 1-contact-hour music lesson each for 3 students = 2 workload credits; 6-contact-hour art studio or nursing clinical = 4 workload credits). Ensembles should accrue workload based on the actual number of contact hours.

2.3. Student Teacher Supervision and Field-Based Courses: Workload credit for supervising student teachers in a 6-credit-hour course is 0.5 workload credit per student enrolled (e.g., 8 students enrolled in a 6-hour student teaching course = 4 workload credits). Workload credit for supervising student teachers in a 3-credit-hour course is 0.25 workload credit per student enrolled (e.g., 8 students enrolled in a 3-hour student teaching course = 2 workload credits).

2.4. Master's Thesis Committees: 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 their workload may be awarded additional workload credit for that purpose upon the approval of the dean/director. The proportion of workload credit assigned rests with the individual academic units (e.g., college, school, library) due to their unique and specific needs.

2.5. Doctoral Dissertation Committees, Doctor of Nursing Practice (DNP) Projects, Master of Fine Arts (MFA) Theses: Some faculty members will serve on dissertation/MFA thesis committees and/or direct doctoral dissertations, DNP projects, 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, DNP project, or MFA thesis direction as a part of workload may be awarded additional workload credit for that purpose upon the recommendation of the dean/director and approval of the Provost and Vice President for Academic Affairs (Provost). The proportion of workload credit assigned rests with the individual academic units due to their unique and specific needs.

2.6. Directed Independent Study: Faculty members teaching Directed Independent Study courses may be awarded workload credit or other appropriate compensation upon agreement with and approval of the dean/director.

2.7. Practicum Taught as a Group and Internship/Clinical Courses: Workload credit equals the credit-hour value of the course. Workload credit may be adjusted based on course enrollments.

2.8. Team Teaching: Faculty who team teach classes receive workload credit in proportion to their instructional responsibility for the course. For example, two faculty each having 50% responsibility for teaching a 3-credit-hour lecture course would each receive 1.5 workload credits. Assignment of workload credit will be determined prior to the course being taught with approval of the department chair/supervisor and dean/director.

3. ADMINISTRATIVE ASSIGNMENTS

Faculty members assigned to administrative positions below the level of dean/director (e.g., assistant/associate dean/director, department chair/supervisor, academic program coordinator, undergraduate/graduate program coordinator, and coordinator/director of a center, program, or clinic) typically receive up to 6 workload credits (half of the 12 credits for instruction) per semester for performing those duties. Additional workload credit may be granted with approval from the Provost. 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. Compensation for administrative assignments may be in the form of a stipend.

4. NON-ADMINISTRATIVE ACADEMIC ASSIGNMENTS

4.1. Instruction-Related Workload Credits

Various activities directly related to instruction may receive additional workload credit. The following adjustments to faculty workload may be allowed if approved by the dean/director and further defined by academic unit policies:

4.1.1. Large Lecture Classes (Online or In Person): Large lecture classes (online or in person), especially those that require supervision and coordination of teaching assistants and/or graders or involve multiple laboratories or discussion sections may receive additional workload credit to compensate for the additional work involved in teaching these courses. This will be further defined at the academic unit level.

4.1.2. Curriculum and Course Development: Faculty involved in developing new degree programs or conducting major curriculum revisions of new or existing courses may receive additional workload credit depending on the complexity and amount of work involved.

4.1.3. Field-Based Course Work: Faculty members who teach two or more field-based courses may receive additional workload credit depending on the complexity and amount of work involved.

4.2. Librarianship Workload Credits

Workload for librarianship is calculated at 15 credit hours per long semester, with adjustments for time dedicated to direct credit-generating teaching when applicable.

4.3. Research, Scholarship, and Creative Activity (RSCA) Workload Credits

4.3.1. RSCA: Faculty members who meet the guidelines in university rule *12.03.99.C1, Faculty Workload* may receive workload credit for RSCA depending on the extent and complexity of the activity.

4.3.2. Externally Funded Grants: A faculty member may receive workload credit when funding is provided by external research grants.

4.3.3. New Faculty: A faculty member new to the university may receive workload credit for RSCA as stipulated in their notice of appointment.

4.4. Service Workload Credits

4.4.1. Professional Service Activities: Faculty members may receive workload credit for service activities. The amount of workload credit granted by the dean/director for service depends on the complexity and extent of the service activity and must be approved by the Provost.

4.4.2. Speaker of the Faculty Advisory Council: The speaker of the Faculty Advisory Council will receive six workload credits per semester and three workload credits during the summer.

4.4.3. Faculty Ombuds: The faculty ombuds will receive three workload credits per semester and three workload credits during the summer.

4.5. Workload Credit for Special Circumstances

4.5.1. The President may grant workload credit for special presidential assignments.

4.5.2. The Provost may grant workload credit for reasons not described in university rule *12.03.99.C1, Faculty Workload*.

4.5.3. A dean/director may grant workload credit for reasons not described in university rule *12.03.99.C1, Faculty Workload*.

5. MONITORING WORKLOAD

5.1. University rule *12.03.99.C1, Faculty Workload* contains general information on academic unit and university responsibilities and guidelines regarding faculty workload. Academic unit handbooks may specify additional circumstances in which workload credit may be granted, based upon conditions specific to the individual academic unit and with Provost approval. Monitoring workload ensures equity across academic units.

5.2. To help assess workload, each academic unit must complete a Faculty Workload Report as prescribed by the Texas Higher Education Coordinating Board. Each semester, the dean/director certifies the report as directed by the Office of the Provost. The Faculty Workload Report documents will be made available to the faculty.

6. GRIEVANCES CONCERNING WORKLOAD ASSIGNMENTS

A faculty member has the right to present grievances concerning wages, hours of work, or conditions of work and to seek resolution of those grievances in accordance with system regulation *32.01.01, Complaint and Appeal Procedure for Faculty Members* and university procedure *32.01.01.C0.01, Complaint and Appeal Process for Faculty Members*.

Related Statutes, Policies, or Requirements

System Policy *12.03, Faculty Academic Workload and Reporting Requirements*

System Regulation *32.01.01, Complaint and Appeal Process for Faculty Members*
University Rule *12.03.99.C1, Faculty Workload*
University Procedure *32.01.01.C0.01, Complaint and Appeal Process for Faculty Members*
University Procedure *32.01.01.C0.02, Faculty Ombuds*

Contact Office

Contact for clarification and interpretation:	Provost and Vice President for Academic Affairs 361.825.2722