

12.03.99.C1.01 Assignment of Faculty Workload Credit



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Procedure Statement

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.

Reason for Procedure

This procedure provides specific guidelines for the assignment of workload credit for direct instruction, administrative assignments, and non-administrative academic assignments.

Procedures and Responsibilities

1. CREDIT-GENERATING DIRECT INSTRUCTION WORKLOAD CREDITS.

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

- 1.1. Lecture Instruction. Academic workload credit is equal to the credit hour value of the course. (3-credit-hour course = 3 workload credits.)
- 1.2. Laboratory Instruction, Nursing Clinical, Music Ensemble, Studio Art. Academic workload credit is equal to the instructional contact hours per week multiplied by 0.67. (3-contact-hour lab section = 2 workload credits; 6-contact-hour art studio and nursing clinical = 4 workload credits.)
- 1.3. Student Teacher Supervision and Field-Based Courses in Kinesiology. Academic workload credit for supervising student teachers in a 6-credit-hour course is 0.5 workload credit per student enrolled. Academic workload credit for supervising student teachers in a 3-credit-hour course is 0.25 workload credit per student enrolled. (8 students enrolled in a 6-hour student teaching course = 3 academic

workload credits.)

- 1.4. Private Music Lessons. Academic workload credit is 0.67 credits for each contact hour per student enrolled. (3 students taught for one contact hour each = 2 workload credits.) Ensembles should accrue workload based on the actual number of contact hours.
- 1.5. Master's Thesis Committee. 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 workload may be awarded additional academic workload credit for that purpose upon the approval of the college dean. The proportion of workload credit assigned rests with the individual colleges due to their unique and specific needs.
- 1.6. Doctoral Dissertation Committee/MFA Thesis. 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 workload 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.
- 1.7. Practicum Taught as Group and Internship/Clinical Courses. Academic workload credit equals the credit hour value of the course. Workload credit may be adjusted based on course enrollments.
- 1.8. 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.) Assignment of workload credit will be determined prior to the course being taught with approval of the department chair and dean.

2. ADMINISTRATIVE ASSIGNMENTS

Faculty members assigned to administrative positions below the level of dean (for example, associate/assistant dean, department chair, academic program coordinator, undergraduate or graduate program coordinator, and coordinator or director of a center, program, or clinic) may receive up to 9 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.

3. NON-ADMINISTRATIVE ACADEMIC ASSIGNMENTS

3.1. Instructionally-Related Workload Credits

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

- 3.1.1. Large Lecture Classes. Large lecture classes, especially those that involve supervision and coordination of teaching assistants, graders, or of multiple laboratories or discussion sections may receive additional workload credit to compensate for the additional workload involved in teaching these courses. This will be further defined at the college level.
- 3.1.2. Large Online Lecture Classes. Large online lecture classes, especially those that involve supervision and coordination of teaching assistants, graders, or of multiple laboratories or discussion sections may receive additional workload credit to compensate for the additional workload involved in teaching these courses. This will be further defined at the college level.
- 3.1.3. 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 credits depending on the complexity and amount of work involved.
- 3.1.4. Learning Community Courses. Classes taught as part of the learning communities may receive additional workload credit to compensate for the additional workload involved in coordinating faculty interactions and content among these courses
- 3.1.5. Field-Based Course Work. Faculty members who teach two or more field-based courses may receive additional workload credits depending on the complexity and amount of work involved.

3.2. Scholarship Workload Credits

- 3.2.1. Scholarly/ Creative Activity. Faculty members who meet the guidelines in University Rule *12.03.99.C1, Faculty Workload* 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.
- 3.2.2. Externally Funded Grants. A faculty member may receive up to 12 workload credits per term when funding is provided by external research grants.

3.2.3. New Faculty. Faculty new to Texas A&M University-Corpus Christi may receive workload credit as stipulated in their notice of appointment.

3.3. Service Workload Credits

3.3.1. Professional Service Activities. Faculty members may receive workload credits for service activities. The amount of workload credit granted by the dean for service depends on the complexity and extent of the service activity.

3.3.2. Speaker of the Faculty Senate. The Speaker of the Faculty Senate will receive 6 academic workload credits per semester and 3 workload credits during the summer.

3.4. Workload Credit for Special Circumstances

3.4.1. The president may grant up to 12 academic workload credits per semester for special presidential assignments.

3.4.2. The provost and vice president for academic affairs may grant workload credit for reasons not described in the university's workload rule.

3.4.3. A college dean may grant workload credit for reasons not described in the university's workload rule.

4. FULL TIME WORKLOAD EXPECTATIONS

For tenured and tenure-track faculty, twelve (12) workload credits per semester is defined as a full-time workload. For non-tenure track faculty, fifteen (15) workload credits per semester is defined as a full-time workload. Because fractional workload assignments may not total exactly 12 or 15 workload credits, totals greater than 11.50 are rounded to 12 and greater than 14.5 are rounded to 15; both are 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 is 13 or higher for tenure/tenure-track faculty and 16 or higher for non-tenure track faculty. Based upon an agreement between the college dean and the faculty member, an overload assignment in a semester may be compensated monetarily or the faculty member may receive a compensating workload adjustment in a subsequent semester during the same academic year (September 1-May 31).

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

4.1. During the faculty member's annual evaluation, the annual evaluation document must specify in the weight of the workload allocation for teaching, scholarship, and service so that the sum of those weights totals 100% for the year for which the

faculty member is being evaluated

- 4.2. 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, scholarship, and service for the upcoming year.
- 4.3. When circumstances arise that require the faculty member's workload allocation to shift, the faculty member must be notified in writing what their new weighted workload expectations will be.

5. MONITORING WORKLOAD

- 5.1. See University Rule *12.03.99.C1, Faculty Workload* 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. The review process for these college procedures is discussed in the aforementioned rule.
- 5.2. 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 certifies the report as directed by the office of the Provost and Vice President for Academic Affairs.
- 5.3. The Faculty Workload Report documents, prescribed by the Texas Higher Education Coordinating Board, will be made available to the faculty

6. REQUESTS FOR REVIEW OF ACADEMIC WORKLOAD ASSIGNMENTS

A faculty member has the right to present complaints 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 Procedure 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
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