



Handbook of Operating Procedures

Section: 6.5.7
Originally Approved: 10/05/1990
Last Amended: 11/16/2005
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FACULTY WORKLOAD

A. Purpose

The purpose of this policy is to provide regulations governing faculty workload. This policy implements The University of Texas System Board of Regents' *Rules and Regulations*, [Series 31006](#) and [Texas Education Code, Section 51.402 \(b\)](#). No part of this policy may be interpreted or implemented in a manner that is inconsistent with those *Rules and Regulations* or the *Education Code*.

B. Procedures

The academic workload shall be assigned at the department and college level, subject to the approval of the Provost/Vice President for Academic Affairs (VPAA). Requests from departments and colleges for approval of faculty workload assignments will be due in accordance with the schedule developed by the Provost.

C. General Full-Time Faculty Provisions

1. The workload of a full-time faculty member consists of fulfilling the primary duties of a member of the faculty as described in [Regents' Rules, Series 31004, Section 4](#).

The primary duties of a member of the faculty as described in [Regents' Rules, Series 31004, Section 4](#) are:

- a. Teaching. Teach in the classroom laboratory, seminar, or clinical setting.
 - b. Research. Study, investigate, discover, create, and develop professionally.
 - c. Administration. Perform curricular tasks auxiliary to teaching and research, e.g., serving on faculty committees, attending to administrative and disciplinary tasks, fostering intellectual curiosity and integrity in the student body.
 - d. Contribute to Society. Use their professional expertise to benefit society.
2. The normal teaching workload for full-time tenured or tenure track faculty paid full time from the appropriation item "Faculty Salaries" shall be a minimum workload equivalent of 18 semester credit hours of teaching in organized undergraduate classes each nine-month academic year. Only faculty tenured on or before September 2005 that do not fulfill the primary duty of research as outlined in subsection C.1.b above may elect to teach a 24 hour workload for their faculty



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appointment. When a full time faculty member is paid partially from a source of funds other than the “Faculty Salaries” line item, the 18 semester credit hours standard workload shall be proportioned to the percentage of salary paid from the appropriations item “Faculty Salaries.”

3. Workload expectations and standards that correlate with the minimum workload shall be formulated and reviewed by the Provost in consultation with the Faculty Senate.
4. Academic workload for The University of Texas-Pan American faculty members is expressed in terms of classroom teaching, research/creative activities, teaching equivalencies, and presidential credits for assigned activities. No more than six semester credit hours of teaching equivalency or presidential credit may be assigned to a faculty member per **semester**.
5. The normal teaching load for full-time lecturers paid full-time from the appropriation item “Faculty Salaries” shall be a minimum workload equivalent of 24 semester credit hours of teaching in organized undergraduate classes for a nine-month academic year. Subject to departmental curriculum needs and approval of the dean, a lecturer may be assigned an additional course.

D. Academic Activities For Which An Adjusted Workload May Be Assigned

Academic workload equivalencies and presidential credit may be assigned for the following academic activities in order to meet the requirements of subsection C above. Faculty who qualify may be granted equivalencies/credit in accordance with the policy and process provided by these guidelines.

1. Equivalencies

The following equivalencies are available to meet workload requirements:

- a. Graduate Instruction. One semester credit hour of graduate instruction will be considered the equivalent of one and one-half semester credit hours of undergraduate instruction.
- b. Labs and Clinical Supervision. Contact hours to semester credit hour ratio for laboratory courses and clinical supervision shall be: 1.5 contact hours = 1.0 credit hours of undergraduate instruction.



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- c. Activity Courses and Private Lessons. Contact hours to semester credit hour ratio for activity courses and private lessons shall be: 1.5 contact hours = 1.0 credit hours.
- d. Supervision. Student teacher supervision, intern and/or field based student supervision teaching workload credit shall be credited such that 12 total student semester credit hours taught will be considered the equivalent of one semester credit hour.
- e. Undergraduate Honors Program or Individual Research Projects. Instructors directing undergraduate problem courses, individualized instruction and senior honors thesis shall receive one-tenth (1/10) semester credit hour of teaching workload credit for each student semester hour, not to exceed a maximum of three semester credit hours every three years.
- f. Graduate Honors Program or Individual Research Projects. Instructors directing graduate problem courses and graduate individual instruction shall receive one-fifth (1/5) semester credit hour of teaching workload credit for each student semester hour. In no case will individual instruction in a single course generate more teaching workload credits than if the course were taught in a regularly scheduled, organized course.
- g. Thesis or Dissertation Supervision. Supervision of graduate thesis or dissertations shall provide teaching workload credit only to the chairperson of the committee and at the rate of one semester credit hour of teaching workload credit for each six total student semester credit hours of thesis research credit and at the rate of one semester credit hour for each three total student semester hours of dissertation credit.
- h. Multi-Sections. A faculty member may be given a teaching workload credit for coordinating multiple sections of a course or courses in the same program or discipline. One semester hour of credit for each six sections coordinated up to a maximum of three semester hours of credit per semester.
- i. Large Classes. Teaching workload credit may be proportionally increased for teaching a large class, which requires extensive grading or evaluation of students' work by the faculty member according to the following weighting factors:

Class Size	Weighting Factor
59 or less	1.0



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60 – 69	1.1
70 - 79	1.2
80 - 89	1.3
90 - 99	1.4
100 - 124	1.5
125 - 149	1.6
150 - 174	1.7
175 - 199	1.8
200 - 249	1.9
250 or more	2.0

- j. Proportional Credit. Faculty members team teaching a course(s) will receive a prorated amount of teaching workload credit for the course based upon the proportional effort expended.
 - k. Insufficient Enrollment. A reduced workload may be granted temporarily if assigned classes do not materialize because of insufficient enrollment and when additional classes or other academic duties cannot be assigned to the faculty member. This exception may be granted for two consecutive long-term semesters only for any particular faculty member.
2. Other Equivalencies:
- a. Administrative Services: Workload credit may be granted for a faculty member who is chair of a department or head of a comparable administrative unit up to a maximum of six semester hours of workload credit per semester. When justified by the department/unit head and approved by the President, three hours of credit may be given to faculty members who provide non-teaching academic services to the department/unit head. In no case will the total for department administrative services, including the chair, exceed nine workload credits per semester unless the University organizational structure includes academic units composed of more than one academic discipline.
 - b. New Faculty. At the recommendation of the department chair and approval of the President, a newly appointed faculty member during the first year of employment may be given up to three semester credit hours of teaching workload equivalency/ presidential credit per semester for the purpose of developing instructional materials for courses he or she will teach.
 - c. Course Development. At the recommendation of the department chair and upon approval of the President, a one to three semester credit hour of



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workload credit may be granted to a faculty member involved in the creation of a new course, new course format, or new course materials.

3. Presidential Credit:

Academic workload credit granted by the President for all other purposes is limited to 1% of the total semester credit hours taught at The University of Texas-Pan American during the comparable (fall or spring) semester in the previous year. With the approval of the President, limited faculty workload credit (within the 1% limit above) may be granted for major academic advising responsibilities, for basic and applied research following a research work plan approved pursuant to University policy, for preparing major documents in the fulfillment of programming needs or accreditation requirements, or for duties performed in the best interest of the University as determined by the President.

E. Adjusted Workload Certification, Authorizations and Reporting

1. A faculty member, department chair or academic administrator requesting a teaching workload adjustment, regardless of the location of the assignment, is responsible for initiating the request on the appropriate form. ([Form 7.4.4-A](#))
2. Teaching workload adjustments require the approval of the department chair and dean and other administrator, as appropriate, who certifies that the requested teaching workload adjustment conforms to requirements of the University Workload Policy.
3. After approval by the college dean or other appropriate administrator, the request shall be forwarded to the Provost/Vice President for Academic Affairs for review and final action, except where approval of the President is required by the Regents' [Rules and Regulations](#).
4. The dean or other appropriate administrator shall forward to the Provost/Vice President for Academic Affairs a certified faculty teaching workload adjustment summary sheet that lists all of the adjustments requested in a particular semester or summer session. This summary sheet is to be submitted prior to the final action on teaching workload requests by the Vice President for Academic Affairs. ([Form 7.4.4-B](#))
5. Individuals granted teaching workload adjustments are responsible for submitting through their chair, dean or other administrator, as appropriate, a report on work accomplished as a result of the adjusted workload. ([Form 7.4.4-C](#))



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6. The Provost/Vice President for Academic Affairs shall provide to the President and Chair of the Faculty Senate a report each semester on faculty teaching overloads and faculty adjusted teaching workload assignments.
7. The Provost/Vice President for Academic Affairs shall be responsible for providing a calendar of dates each academic year for the certification, authorization and reporting of adjusted teaching workloads.

F. Class Size

Class sizes shall conform to the Texas Higher Education Coordinating Board policies which prescribe (a) minimum enrollments for undergraduate and graduate lectures, laboratories, and activity courses, and (b) official reporting dates through which the minimum enrollments must be maintained. Maximum class sizes depend on the availability of facilities and resources.

G. Compliance

1. At the departmental level, department chairs shall be responsible for academic workload assignments for all individuals holding academic appointments in their respective departments/programs. The department chair shall approve these assignments, certify compliance with teaching workload policies and report to the dean or director.
2. At the college or division level, the dean or director is responsible for instructional and other teaching workload assignments. The dean or division director shall approve these assignments, certify compliance with academic workload policies and report to the Provost/Vice President for Academic Affairs.
3. Each college shall be held in compliance with these academic workload requirements. This compliance shall be assessed every academic year. If a college is found to be out of compliance, the Provost/Vice President for Academic Affairs shall take appropriate steps to address the noncompliance and to prevent such noncompliance in the future.

H. Review

This policy shall be reviewed every five years by the Provost/Vice President for Academic Affairs in consultation with the Faculty Senate.