12.03.99.L1 Faculty Academic Workload and Reporting Requirements

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Supplements: System Policy 12.03, Faculty Academic Workload and Report Requirements

1. GENERAL

1.1 To support the mission of Texas A&M International University, members of the faculty perform their classroom duties and carry out a variety of essential functions. As part of their regular responsibilities, faculty members are expected to satisfactorily perform the following functions: teaching; academic advising; supervision of undergraduate and/or graduate students; direction of individual studies/theses/dissertations; leadership in curriculum development; participation in department/division, college/school, and university governance; scholarship; and participation in professional activities, community activities, and special projects of the university.

1.2 Acknowledging that faculty members have diverse responsibilities, the University supports an equitable and reasonable workload assignment system. The university follows the guidelines described below, which specify the amount of workload credit that may be granted for various faculty assignments.

1.3 The academic teaching workload standard for full-time tenure/tenure-track faculty members at Texas A&M International University is 12 workload credits per semester. (Part-time faculty workload credits are proportional to the full-time equivalent appointment.) Academic teaching workload for full-time non-tenure/tenure-track faculty is 15 workload credits per semester. These workload credits are assigned for direct instruction and for a variety of instructionally-related, administrative, scholarly, and service activities. Expectations, outcomes, and rationale must be clear for any faculty member who teaches fewer than twelve Semester Credit Hours.

1.4 Approval for assignments of non-instructional workload credit is made by the Provost and Vice President for Academic Affairs on the basis of recommendations from the appropriate Dean and department chair in consultation with departmental faculty.

1.5 The minimum teaching load for full-time faculty members who do not have administrative assignments and who are not on development leave is nine semester credit hours or equivalent per semester. Participation in the teaching of undergraduate students by senior faculty is strongly encouraged. In accordance with System Policy 12.03, the president may approve adjustments to teaching load upon recommendation of the provost.
2. CREDIT-GENERATING DIRECT INSTRUCTION

2.1 Direct teaching activities include, but are not limited to, the following:
(1) Instruction in lecture and seminar courses
(2) Laboratory and clinical instruction, music ensemble, and studio art
(3) Supervision of undergraduate and/or graduate students
(4) Private music lessons
(5) Chairing master’s thesis committees
(6) Chairing doctoral dissertation committees
(7) Teaching a practicum as a group course
(8) Team teaching

2.2 Workload credits are assigned by the Dean on the basis of the recommendations from the department chair and in consultation with the Provost and Vice President for Academic Affairs.

3. SUMMER TEACHING

3.1 Unless specifically stated otherwise, faculty members are employed for nine months and thus not guaranteed employment during the summer session.

3.2 When possible, a faculty member will be offered the opportunity to teach one session (i.e., one course) in the summer. Any additional courses would be offered to faculty based upon student need.

4. ADMINISTRATIVE ASSIGNMENTS

Faculty members may receive academic workload credit for administrative assignments. The amount of workload credit for administrative duties that a faculty member receives is contingent upon the complexity of the department or program, the assigned duties of the position, and the number of faculty members or students supervised. 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: associate provost/associate vice president, assistant/associate dean, chairperson of a department/division; coordinator of a disciplinary area, and coordinator or director of a center, program, or clinic.

5. NON-ADMINISTRATIVE ACADEMIC ASSIGNMENTS

5.1 Academic workload credit may also be given for non-administrative academic assignments, including instructionally related activities, scholarship, service, and other academically related assignments.

5.2 During the academic year, a faculty member may request possible teaching workload credit for non-administrative reasons, including: (1) instructionally-related activities, (2) scholarship, (3) service, and (4) special circumstances. Release from teaching requires approval of the department chair, the college dean and the Provost and Vice President for Academic Affairs. Below is an explanation of the types of activities included in each of these categories.

5.3 Instructionally-related Assignments

Adjustments to teaching workload credits may be allowed for different instructionally-related assignments, including teaching assignments that include additional responsibilities. This category includes, but is not restricted to:
(1) teaching large classes, especially those with extensive writing assignments, essay exams, or similar complex tasks, or that involve supervision and coordination of teaching assistants, graders, or of multiple laboratory or discussion sections.

(2) developing new degree programs, conducting major curricular revision, or developing courses in a new format.

(3) teaching field-based courses

(4) coordinating student advising

5.4 Scholarship

5.4.1 Academic workload credit may be assigned for research/intellectual contributions/creative activity.

5.4.2 Tenure-track faculty members are eligible for release time in order to establish their research agenda and to demonstrate scholarly productivity during their probationary period.

5.4.2.1 In their first two years, tenure-track faculty will be given 6 workload credits per semester (a teaching load of 2 courses per semester).

5.4.2.2 The amount and terms of release time beyond the second year will be negotiated with the Dean of the school or college, in consultation with the Provost and Vice President for Academic Affairs at the time of the faculty member’s initial appointment.

5.4.3 Tenured faculty members are eligible to apply for a two-course release per year to pursue research. Expectations for excellence in teaching remain the same for faculty awarded release time for research as they do for all faculty members.

5.4.3.1 Tenured faculty members seeking release time for research must submit for review an application through the appropriate Dean to a College Research Committee representative of the tenured faculty in the various departments in the college.

5.4.3.2 The Committee will evaluate the merits of the proposed plans and make a recommendation to the Dean of the college or school.

5.4.3.3 Recommendations will be forwarded to the Provost for consideration and final approval.

5.4.4 Baseline Expectations for Faculty Awarded Release Time for Research

5.4.4.1 Documentation of scholarly effort each year.

5.4.4.2 Minimum of a publication or equivalent accepted in the second year.

5.4.4.3 A faculty member should plan to make at least one scholarly presentation or equivalent every year.

5.4.4.4 If faculty members do not meet Baseline Requirements, they must submit a written explanation justifying continuance for release time to the College Research Committee, who will forward their recommendation to the Dean. Recommendations will be forwarded to the Provost, who will make the final decision on whether release time will be awarded in the future.

5.4.5 Additional Release Time for Research

5.4.5.1 Faculty whose scholarly achievements are characterized by consistently high levels of productivity over a sustained period of time are eligible to apply for one additional course release time per academic year, or a total of three course release time per academic year.
5.4.5.2 The review process for faculty seeking three course release time for research is the same for faculty seeking two course release time for research.

5.4.5.3 Faculty members receiving three course release time are expected to produce one refereed article per year or make substantial progress toward completion of a book or the equivalent. Expectations for excellence in teaching remain the same as for all faculty members.

5.4.5.4 Regent’s Professors will receive a workload of 6 credit hours per semester (a teaching load of 2 courses per semester) as long as their scholarly output is maintained at a level expected for Regent’s Professors.

5.4.6 General Considerations

5.4.6.1 In the event that University resources are insufficient to fund all qualifying applications, the Provost, in consultation with the President, will determine the amount of release time that will be awarded in a given year.

5.4.6.2 Faculty members teaching a doctoral seminar will receive one course release during the semester in which the seminar is delivered, and may receive one course release in the semester prior to the semester in which the seminar is delivered. Faculty members teaching a doctoral seminar are expected to engage in a level of scholarly activity consistent with that of faculty receiving release time for research.

5.4.6.3 Faculty teaching exclusively graduate level courses may receive appropriate release time in recognition of the need for extensive research and course preparation.

5.4.6.4 Faculty may submit proposals of a more limited scope, requesting a one-course release for one semester. An outcome clearly achievable in a short time should accompany the proposal.

5.4.6.5 Additional release time may be granted for research projects of exceptional merit that require an extensive commitment of time.

6. SERVICE
A faculty member may receive academic workload credit for extraordinary service at the university, in the academic discipline, and/or to the public.

7. SPECIAL CIRCUMSTANCES
7.1 The President may grant academic workload credit for special presidential assignments.

7.2 With the consent of the Provost and Vice President for Academic Affairs, a college dean may grant academic workload credit for reasons not described in this rule.

8. MONITORING WORKLOAD
8.1 College Responsibilities and Procedures
8.1.1 Within the framework of university workload rules, each college, with formal advice from and by majority vote of the faculty, will develop procedures for assigning academic workload credit.
8.1.2 The ultimate responsibility for ensuring compliance with workload rules and equity across the college lies with the college dean.

8.2 University Responsibilities: The Provost and Vice President for Academic Affairs has final authority for the approval of academic workload in conformity with university rules and procedures and Texas A&M University System policies. The ultimate responsibility for ensuring workload equity across the university lies with the Provost. Each year the university submits a report to The Texas A&M University System and the Texas Higher Education Coordinating Board regarding workload compliance.

9. REQUESTS FOR REVIEW OF ACADEMIC WORKLOAD ASSIGNMENTS
Texas A&M International University recognizes the right of faculty to request a review of workload assignments before a panel of peers.

Contact Office

Provost and Vice President for Academic Affairs