



# Rule

## 12.03.99.L1 Faculty Academic Workload and Reporting Requirements

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**Revised:** August 14, 2019  
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### Rule Statement and Reason for Rule

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To support the mission of Texas A&M International University (TAMIU), 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 TAMIU governance; scholarship; and participation in professional activities, community activities, and special projects of TAMIU.

Full-time faculty are expected to have a regularly scheduled, on-campus presence during the fall and spring semesters to fulfill their teaching and service duties, hold office hours, or to conduct research.

Acknowledging that faculty members have diverse responsibilities, TAMIU supports an equitable and reasonable workload assignment system. The purpose of this Rule is to establish guidelines which specify the amount of workload credit that may be granted for various faculty assignments.

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### Procedures and Responsibilities

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#### 1. GENERAL

- 1.1 The academic workload standard for full-time tenure/tenure-track faculty members at TAMIU is 12 teaching credits per semester for direct instruction and a variety of instructionally-related, administrative, scholarly, and service activities. The academic

workload for full-time non-tenure/tenure-track faculty and fixed-term faculty is 15 teaching credits per semester.

- 1.2 Expectations, outcomes, and rationale must be clear for any faculty member who teaches fewer than 12 semester credit hours (SCH). There are three exceptions to the standard teaching load of 12 SCH for tenure-track and tenured faculty: Regents Professors; A.R. Sanchez, Jr. School of Business (ARSSB) tenure-track and tenured faculty; and faculty assigned to teaching doctoral-level courses.
  - 1.2.1 Regents Professors will receive a workload of 6 SCH per semester as long as their scholarly output is maintained at the level expected of a Regents Professor.
  - 1.2.2 ARSSB tenure-track and tenured faculty will have a 9 SCH teaching load in order to meet AACSB accreditation criteria.
  - 1.2.3 Faculty 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 taught. 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.
- 1.3 In accordance with Texas A&M University System (System) [Policy 12.03, Faculty Academic Workload and Reporting Requirements](#), the President may approve adjustments to teaching loads upon the recommendation of the Provost and Vice President for Academic Affairs (Provost), who in turn considers the recommendation of the deans and department chairs. Adjustments to the standard teaching load for faculty are dependent on TAMIU resources and thus in exceptional cases, may need to be adjusted in order to maintain the quality of TAMIU programs and services.

## **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; and
  - (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.

## **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 at least one course in the summer. Any additional courses would be offered to faculty based upon student need.

#### **4. ADMINISTRATIVE ASSIGNMENTS**

- 4.1 Faculty members may receive academic workload credit for administrative assignments. Eligible positions are those in which a faculty member is given an administrative, supervisory, or coordinative assignment directly related to the instructional programs and purposes of TAMU such as 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.
- 4.2 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. In general, however, to receive a reduction of three workload credits (e.g., one course reduction), the assignment should approximate the amount of time that would have been devoted to a 3-credit-hour course – namely, approximately 140 clock-hours (equivalent to 3 hours a week of class in a 15-week semester plus 6 hours a week that would have been devoted to class preparation, grading, advising, and general student interaction).

#### **5. NON-ADMINISTRATIVE ACADEMIC ASSIGNMENTS**

Academic workload credit may also be given for non-administrative academic assignments, including instructionally-related activities, scholarship, service, and other academically-related assignments. Release from teaching requires approval of the department chair, the school/college dean, and the Provost. Below is an explanation of the types of activities included in each of these categories.

##### **5.1 Instructionally-Related Assignments**

Adjustments to teach load credits or limitations placed on class sizes may be allowed for different instructionally-related assignments, including teaching assignments that include additional responsibilities such as:

- (1) Teaching two or more large classes (at least 125 or more students), especially those requiring extensive individual student interaction and heavy grading responsibilities (e.g., writing assignments, essay exams);
- (2) Teaching courses requiring three or more new course preparations;
- (3) Teaching courses requiring many tutorial interactions with individual students such as speech classes or classes with extensive writing assignments, essay exams, or similarly complex tasks;
- (4) Teaching courses requiring extensive supervision of and coordination with teaching assistants, graders, or of multiple laboratory or discussion sessions;
- (5) Developing new degree programs, conducting major curricular revision, or developing courses in a new format;

- (6) Teaching field-based courses; and
- (7) Coordinating and engaging in student advising for a large program.

## 5.2 Scholarship

Academic workload credit may be assigned for research/intellectual contributions/creative activity as long as expectations for excellence in teaching remain high.

5.2.1 Tenure-Track Faculty are eligible for release time in order to establish their research agenda and to demonstrate scholarly productivity during their probationary period.

5.2.1.1 In their first two years, tenure-track faculty will be given a greatly reduced teaching load of 12 SCH total during the first and second years, 15 SCH in the third year, and 18 SCH in the fourth year and thereafter until tenure is conferred. Tenure-track faculty receiving tenure will continue to have an 18 SCH teaching load during their first year after receiving tenure; thereafter, they will have an 18 SCH teaching load if they remain highly productive in their research and a 24 SCH teaching load if their research productivity does not merit continued course releases for research (the exception being for ARSSB faculty). Tenure-track faculty who do not receive tenure and are on their final semesters before leaving TAMIU will assume during that period the academic rank of instructor and will have a 15 SCH teaching load for each remaining semester that they teach as a full-time faculty member with TAMIU.

## 5.2.2 Tenured Faculty

5.2.2.1 Tenured faculty who have been judged to be highly productive as researchers and scholars may receive a 3 workload credit reduction in their teaching load for as long as they remain highly productive in their research, giving them a standard teaching load of 9 workload credits per semester. The criteria for determining which tenured faculty are “highly productive” in their research will be based on their research scores over two consecutive annual evaluations. In consultation with department chairs and tenured college faculty and with the approval of the Provost, the dean of the school or college will determine the precise total score for research on the two consecutive annual evaluations that qualifies a tenured faculty member for an ongoing research release for each semester. In order to conform to AACSB accreditation expectations for ARSSB, tenure-track and tenured faculty in ARSSB have a standard teaching load of 9 workload credits (with the exception of Section 1.3.2 above) and are expected to be highly productive research faculty on a continuous basis. Any additional reduction for highly productive research non-ARSSB faculty must be approved by the department chair, the school/college dean, and the Provost. In general, the following are the baseline expectations for tenured faculty receiving this release time for research:

- (1) Annual report of scholarly effort with supporting documentation;
- (2) Publication of an article in a referred journal or a referred chapter in an academic book at least every other year or multiple, less extensive critical academic publications (e.g., encyclopedia articles, book reviews) with documentation of significant contributions to the research, or to the analysis of research data, and/or the writing of any co-authored publication;
- (3) At least one scholarly presentation or equivalent every year; and
- (4) A written explanation to the dean if any of the above expectations are not met, with the dean making a recommendation to the Provost, who will have the final decision about whether the faculty member will receive future reductions in teaching loads for research projects.

5.2.2.2 Tenured faculty who are deemed to be highly productive in their research and scholarship and who have a 9 workload credit standard teaching load may apply for additional release time to conduct a major research project. Such releases are limited and are subject to the availability of resources.

5.2.2.2.1 To be eligible for these additional research course releases, a faculty member must submit for review an application through the appropriate dean to a College Research Committee that is representative of the tenured faculty in the various departments of the college. Proposals for long-term projects (e.g., books) may be for a full year or a total reduction of 6 workload credits from their teaching load. Proposals for shorter-term major projects (e.g., a major portion of a book, one or more journal articles) may be for only one semester or a total of 3 workload credits.

5.2.2.2.2 The College Research Committee will evaluate the merits of the proposed plans and make a recommendation to the dean of the school or college.

5.2.2.2.3 Recommendations will be forwarded to the Provost for final approval.

5.2.2.2.4 Tenured faculty awarded this additional research time for a major research project must submit a report to their dean within two months of the end of the semester in which they received the release time. The report must document their activities and be accompanied by relevant supporting documents (e.g., manuscripts, copies of published articles, raw research data and analytics as foundation for future articles). If the dean determines that the faculty member did not fulfill in any significant manner the terms of the faculty member's original proposal, then the faculty member will not be eligible in the future for any additional research releases for major

projects. The future standard teaching load for a tenured faculty member, however, will still be determined by whether or not the faculty member qualifies as a “highly productive” scholar (see Section 5.2.2.1 above).

## **6. SERVICE**

As part of their workload, all full-time faculty are expected to provide service to the shared governance of the university and when appropriate, to the community at large. A faculty member’s service contribution will be assessed as part of the annual faculty evaluation process. Tenure-track and tenured faculty are expected to engage in an appropriate level of service for their rank:

- a) tenure-track faculty are expected to serve within their discipline and department at a level of commitment that does not detract from their teaching or research productivity;
- b) tenured associate professor faculty are expected to provide service and increasing levels of leadership at the department, college, and university levels; and
- c) professors are expected to provide leadership at all levels of the university as well as to mentor and be a model of professionalism to junior faculty.

For extraordinarily important and time-consuming service, a faculty member may receive academic workload credit.

## **7. SPECIAL CIRCUMSTANCES**

- 7.1 The President may grant academic workload credit for special presidential assignments.
- 7.2 With the consent of the Provost, a school/college dean may grant academic workload credit for reasons not described in this Rule.
- 7.3 Except in unusual circumstances, faculty granted reduced teaching loads because of any of the conditions described in Sections 5.1, 5.2, 6, 7.1, and 7.2 may not teach an extra class for additional pay. Such unusual circumstances most frequently involve chairs asking faculty to take over classes originally assigned to another faculty member who is unable to teach or to continue teaching those classes.

## **8. MONITORING WORKLOAD**

- 8.1 College Responsibilities and Procedures
  - 8.1.1 Beginning with the department chair, all requests for release time meeting the criteria described above in Sections 4 through 6 must be approved by the dean of the school or college and submitted to the Provost for final approval, whenever possible, prior to the beginning of registration for a semester but in all cases, at least one week prior to the beginning of that semester’s classes. If the request for release time is for the entire academic year, approval documentation need be submitted only once – prior to the beginning of the academic year.
  - 8.1.2 The ultimate responsibility for ensuring compliance with workload rules and

equity across the college lies with the school/college dean.

## 8.2 TAMIU Responsibilities

The Provost has final authority for the approval of academic workload in conformity with TAMIU rules and procedures and System policies. The ultimate responsibility for ensuring workload equity across TAMIU lies with the Provost. Each year, TAMIU submits a report to the System and the Texas Higher Education Coordinating Board regarding workload compliance.

## 9. REQUESTS FOR REVIEW OF ACADEMIC WORKLOAD ASSIGNMENTS

TAMIU recognizes the right of faculty to request a review of workload assignments before a panel of peers.

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### **Related Statutes, Policies, Regulations, or SAP's**

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[System Policy 12.03, Faculty Academic Workload and Reporting Requirements](#)

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### **Contact Office**

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