



## 12.03.99.W1 Faculty Academic Workload and Reporting Requirements

Approved: August 23, 2017

Reviewed: April 21, 2020

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### Rule Statement

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This rule constitutes the provisions that govern administration of West Texas A&M University's (WTAMU) faculty academic workload.

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### Reason for Rule

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The following rule is promulgated pursuant to The Texas A&M University System (system) Faculty Academic Workload and Reporting Requirements policy 12.03.

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### Responsibilities

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#### 1. GENERAL

The president delegates to the provost the responsibility for the approval of academic workloads in conformity with university rules and procedures and The Texas A&M University System (system) policies and regulations. The responsibility for ensuring workload equity across the university lies with the provost. Each semester the university submits a report to the system and two reports to the Texas Higher Education Coordinating Board [CBM004 and CBM008] regarding workload compliance.

The type of instruction determines how each course is calculated as a part of a faculty member's classroom teaching credits during the long semesters of the regular academic year. The various types of instruction include: lecture and seminar, laboratory, studio, practicum, student teaching, internships, independent study, special problems, and research. Reassigned time from teaching can be awarded for various activities.

#### 2. Academic Workloads will be assigned according to the following guidelines.

##### 2.1 Lecture and Seminar

- a. Credit hours are normally equal to contact hours for lecture and seminar courses. If the course is cross-listed, or meets with another section, it is counted only once in determining the teaching credit received by the faculty member. Adjustments of these amounts of normal classroom teaching may be made to account for large class sizes; duplicate sections taught; availability of support services; courses which involve individualized instruction; and overload from the previous long semester.

- b. Undergraduate Courses. A minimum academic load for undergraduate courses shall be nine semester credit hours of normal classroom teaching; Participation in the teaching of undergraduate students by senior faculty is strongly encouraged. Academic Loads correspond directly to the contact hours of the course.
- c. Graduate Courses. A minimum academic load for graduate courses shall be six semester credit hours. Master level courses are assigned the same credit as undergraduate courses. Doctoral level courses may be assigned different credit as approved by the department offering the doctoral degree.
- d. “Stacked” courses count as a single course.
- 2.2 Laboratory Instruction. Credit for laboratory instruction is typically set at 0.50 credit for each contact hour.
- 2.3 Other Forms of Instruction. Each college shall develop and maintain a procedure for workload in the following areas, as applicable:
- Master’s Thesis Supervision
  - Doctoral Dissertation Supervision
  - Independent Study
  - Special Problems/Readings
  - Clinical Instruction
  - Studio Instruction
  - Internship Supervision
  - Practicum Supervision
  - Honor’s Thesis Supervision
  - Others as deemed appropriate
- 2.4 Additional Teaching Duties. Occasionally the need arises for a direct supervisor to assign teaching duties above those which are normally assigned. The direct supervisor must determine when the additional duties become an overload. Factors to be considered in determining what constitutes an overload include the number of course preparations, the total number of students, the nature of the course, the contact hours involved, and other responsibilities of departmental faculty members.
- When the need for additional teaching services arises, the direct supervisor should first consider whether that load can reasonably be added to the load of a faculty member in the department. If the load is such that it cannot reasonably be added, the direct supervisor should make every effort to find a qualified adjunct faculty member for the teaching assignment. If that fails, it should be assigned to a faculty member, on a voluntary basis if possible, in return for additional monetary compensation or future reassigned time. Prior approval through normal administrative channels is required for the overload assignment. If future reassigned time is chosen as the method of compensation, it should be taken within six months. If monetary compensation is chosen, it will be negotiated according to current procedures and will depend on factors such as rank and experience.
- 2.5 It is the responsibility of direct supervisors and college deans to ensure that workload credits are assigned equitably in their respective units.

### 3. Reassigned Time.

### 3.1 Administrative Assignments.

3.1.1 Faculty members may receive reassigned time for administrative assignments. The amount of reassigned time for administrative duties is dependent upon the complexity of the department or program, the assigned duties of the position, and the number of faculty members, staff, or students supervised. Approval for workload credit is determined by the appropriate administrator and approved by the provost.

3.1.2 Positions in which a faculty member is given an administrative, supervisory, or coordinative assignment directly related to the instruction programs and purposes of the university include: associate dean, department head or director of a school, coordinator of a disciplinary area, and coordinator or director of a center or a program.

3.2 Opportunities present themselves to faculty to use their expertise in situations outside their job. Faculty receiving reassigned time are not allowed to then teach an extra class for additional compensation. Employees generally can accept extra paying responsibilities if they are temporary, unrelated to their normal duties, and outside their regular work hours. Permission to perform outside employment can be obtained only through submission of the System Faculty Consulting and Professional Employment Application and Approval Form.

3.3 Teaching Program Development. Involvement in development of the teaching program by preparation of new course material, new teaching methods, and classroom or laboratory material or major curriculum development may be considered for reassigned time as determined by the direct supervisor, college dean and Provost .

3.4 Research. Faculty members are granted reassigned time for research after securing approval from the direct supervisor and at the discretion of the dean.

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## Related Statutes, Policies, or Requirements

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

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## Contact Office

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Executive Vice President/Provost  
806-651-2044

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## Approval



04.22.20

President

Date

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