



Institutional Handbook of Operating Procedures (IHOP)

Section:	Section 12 – Academics – Education and Student Related	First Release Date: <u>1/23/2012</u>	
Policy Name:	12.4 Degree-Granting Faculty Workload		
Revision Author:		Reviewed Date: 12/28/2011	<input checked="" type="checkbox"/> Without Changes <input type="checkbox"/> With Changes
Original Author:	Director of Academic Administration		
Approving Body:	Dates of Approval:		
Executive Cabinet	1/23/2012		
Academic Council	1/23/2012		
Legal Affairs	1/3/2012		
Faculty	12/28/2011	Next Review Date: <u>01/23/2014</u>	

Scope:	This policy applies to all UTHSCT Faculty in Degree Programs offered by UTHSCT.
Purpose:	To define the faculty teaching workload policy.

POLICY:

State law requires the adoption of rules concerning faculty academic workloads. [Texas Education Code, Section 51.402\(b\)](#) recognizes that important elements of workload include classroom teaching, basic and applied research, and professional development. UTHSCT has adopted the workload policy set for UT System faculty members ([UT System Board of Regents Rule 31006](#)) and is expressed in terms of classroom teaching, teaching equivalencies and presidential credits for assigned activities.

Each person paid full time from the appropriations item 'Faculty Salaries' shall be assigned a minimum workload equivalent to eighteen semester credit hours of instruction in organized undergraduate classes each nine-month academic year, or fiscal year at the University's option, in accordance with the following guidelines (Regent's Rule 31006, Section 2.2):

1. When a faculty member is paid partially from a source of funds other than the 'Faculty Salaries' line item, the minimum workload shall be proportioned to the percentage of salary paid from the appropriations item 'Faculty Salaries' (Regent's Rule 31006, Section 2.3).
2. Teaching assistants shall be used only when given proper guidance and supervision to ensure quality instruction. The minimum faculty workload established below does not apply to graduate teaching assistants or assistant instructors who are pursuing degrees. The President, acting through the appropriate departmental Chair, is responsible for assuring that all teaching assistants are carefully supervised (Regent's Rule 31006, Section 2.4).

This policy sets the minimum workload and equivalencies. UTHSCT may enact more intensive and/or more detailed minimum requirements, following appropriate approvals. For example, the institution may set individual minimum requirements, consistent with the minimum guidelines, for a specific school or college. It is the responsibility of the institutional head to require teaching in excess of the minimum where such teaching is necessary to meet the institution's obligations to its students and to operate effectively within the faculty salary resources available. Faculty members not actively involved in a program of research and publication or in equivalent academic service should typically carry a full or robust teaching load predicated on alternate responsibilities.

Teaching Equivalencies

1. *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 (Regent's Rule 31006, Section 6.1)



2. *Specialized Instruction.* One and one-half contact hours of instruction of regularly scheduled laboratory and clinical courses for each week of a long-term semester will be considered the equivalent of one semester credit hour of undergraduate instruction (Regent's Rule 31006, Section 6.2).
3. *Supervision.* Supervision of student teachers, clinical supervision, and intern supervision shall be credited such that 12 total student semester credit hours taught will be considered the equivalent of one semester credit hour (Regent's Rule 31006, Section 6.3).
4. *Practicum and Individual Instruction.* Supervision of student practicum and individual instruction courses, such as honors programs and individual research projects, shall provide equivalency at the rate of one-tenth semester credit hour for each student semester hour of undergraduate instruction and one-fifth semester hour for each student semester hour of graduate instruction per long-term semester (Regent's Rule 31006, Section 6.4). In no case will individual instruction in a single course generate more semester credit hour equivalence than if the course were taught as a regularly scheduled, organized course.
5. *Thesis and Dissertation Supervision.* Graduate thesis or dissertation supervision shall provide equivalent credit hours only to the chairperson of the thesis or dissertation committee at the rate of one semester credit hour for each six total student semester hours of thesis research credit and at the rate of one semester credit hour for each three total student semester hours of dissertation credit (Regent's Rule 31006, Section 6.5).
6. *Multiple Sections.* A faculty member who coordinates several sections of a single course shall be given one semester hour of workload credit for each six sections coordinated up to a maximum of three semester hours of credit per semester (Regent's Rule 31006, Section 6.6).
7. *Team Teaching.* When more than one teacher participates in the instruction of a single course, the credit is proportioned according to the effort expended (Regent's Rule 31006, Section 6.8).
8. *Insufficient Enrollment.* A reduced workload may be granted temporarily if assigned classes do not materialize because of insufficient enrollment and when additional courses, 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 (Regent's Rule 31006, Section 6.9).

Other Equivalencies

1. *Administrative Assignments.* Workload credit may be granted for a faculty member who is head of a department, head of a comparable administrative unit or deputy (operations) educational program director up to a maximum of six semester hours of workload credit per semester (Regent's Rule 31006, Section 6.10). When justified by the department/unit head and approved by the President, three hours of credit may be given to faculty members who provide nonteaching academic services to the department/unit head. In no case will the total for departmental administration, including the head, exceed nine workload credits per semester unless the organizational structure includes academic units composed of more than one academic discipline.
2. *New Faculty.* At the recommendation of the head of the department or comparable unit and upon approval of the President, up to three semester hours of workload credit for each of two semesters may be given to a newly-appointed faculty member during the first year of employment for the purpose of developing instructional materials for the courses he or she will teach (Regent's Rule 31006, Section 6.11).



3. *New Course Development.* At the recommendation of the departmental chair and upon approval of the President, workload credit may be granted to a faculty member involved in the creation of a new course format, or new course materials (Regent's Rule 31006, Section 6.12).
4. *Presidential Credits.* Academic workload credit granted by the President for all other purposes is limited to 1% of the total semester credit hours taught at the institution 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 UTHSCT policy, for preparing major documents in the fulfillment of programmatic needs or accreditation requirements, or for duties performed in the best interest of UTHSCT's instructional programs as determined by the President (Regent's Rule 31006, Section 6.13).
5. *Faculty with Technical Rank.* Instructional workload equivalents for faculty members holding technical rank may be determined on a clock-hour basis where full-time employment is equivalent to not less than 30 hours of instructionally related activities each week for contact hour courses taught on a quarterly basis.

Compliance

1. The President has designated the Dean to monitor workloads, review workload reports, and submit the reports to the President for approval and comment, as appropriate, prior to submitting the reports to the Board of Regents through System Administration following the standard reporting format and deadlines as provided by the Texas Higher Education Coordinating Board in accordance with Section 51.402 of the Texas Education Code and any applicable riders in the current General Appropriations Act (Regent's Rule 31006, Section 7).
2. Every faculty member's compliance with assigned academic workload requirements shall be assessed each academic year. If a faculty member is found to be out of compliance, UTHSCT shall take appropriate steps to address the noncompliance and to prevent such noncompliance in the future (Regent's Rule 31006, Section 8).

Reference(s):

[Texas Education Code](#)

[UT System Board of Regents Rule 31006](#)