

The University of Texas at El Paso
WOODY L. HUNT COLLEGE OF BUSINESS

Workload Policy

Last Updated: March 1, 2024

This workload policy is an updated version of the workload policy adopted by the Woody L. Hunt College of Business in 2021. As this is a refinement of the earlier policy, faculty workload will still be tied to research productivity while acknowledging the importance of research quality and the unevenness of research output. The policy will be effective for the 2025-2026 academic year workload assignments.

The workload policy closely aligns with Hunt College's Goal 3 – Advance Discovery and Scholarly Research, while recognizing the College's unique mission, vision, goals, and strategic initiatives. An essential component of the policy is that its implementation is done in a way that allows academic departments to deliver their programs within the confines of the existing instructional budget and faculty resources. As such, department chairs must monitor the credit hours generated by each faculty to ensure adequate deployment of all academic programs within the instructional budget. Department chairs will consult with the Dean's office on all course loads for approval, cognizant that unforeseen circumstances may arise and in the event of course buyouts. **Course load assignments for a given academic year are based on the publications during the previous five calendar years. For example, course load assignments for the 2026-2027 academic year are based on the publications for the 2025, 2024, 2023, 2022, and 2021 calendar years. Working with individual faculty members, department chairs will confirm the publications of each faculty member by January 15th of each year to facilitate course scheduling for the upcoming academic year. It is important that faculty members communicate this information to their department chairs no later than the January 15 deadline.**

In accordance with our AACSB accreditation, full-time faculty with a terminal degree (tenured, tenure track, and non-tenure track) must be classified as either Scholarly Academic or, in rare circumstances, Practice Academic (e.g., tax specialists, executives-in-residence, etc.). Full-time non-tenure track faculty without a terminal degree must be classified as either Scholarly Practitioner or Instructional Practitioner. The workload for the SA classification is based on the **verified** acceptance or actual publications in prior calendar years as reported **by the faculty member** in the annual evaluation processes and the workload verification form.¹ PA, SP, and IP workloads are based on documented and verified activities in the five prior calendar years.

¹ This means that when a publication has been selected to be counted for the first time in a given annual evaluation year, this is also the first year it will be counted for workload determination.

Class Sections Taught by Tenured and Tenure-Track Faculty

Class sections taught	Minimum # of publications during the previous 5 calendar years on the ABDC List
2 + 1	1 on UT Dallas List ² +A +B
2 + 2	A*+A+B or A+A+A
2 + 3	A+B+one at any level (A, B, or C)
3 + 3	A+ two at any level (A, B, or C)

If a tenured and tenure-track faculty member cannot maintain the threshold for SA classification, the faculty member will be evaluated as insufficient in the annual evaluation process and be required to fulfill a performance plan to achieve SA status. Two consecutive insufficient annual evaluations will trigger a comprehensive review per HoOP 4.4.8.2. The default workload for faculty members who do not maintain the SA classification is the same as that in the Practice Academic classification. SA status is required of all tenured or tenure-track faculty members to participate in annual merit salary increases. During the annual evaluation feedback process department chairs and faculty members must assess and discuss the faculty member's current classification status and projected future status. This monitoring process should involve timely feedback and interventions.

To allow junior faculty members to develop a strong research pipeline and a record with publications in highly reputable journals, the course load will be set at 2 + 2 for the first five years at the University.

The following are weights allocated to teaching, research, and service responsibilities for tenured and tenure-track faculty classified as Scholarly Academic based on the course load over the nine-month academic year.

SA Workload Allocations for Tenured and Tenure-Track Faculty Members

Course Load	Teaching	Research	Service
2 + 1	25%	55%	20%
2 + 2	30%	50%	20%
2 + 3	35%	45%	20%
3 + 3	40%	40%	20%

Practice Academic:

PA faculty members are expected to maintain the threshold for PA classification. The teaching

² As no economics journals are on the UTD list, the College selected the following 5 top economics journals for the amended UT-Dallas list: American Economic Review, Econometrica, Journal of Political Economy, Quarterly Journal of Economics, and Review of Economic Studies.

load will be determined by the Department Chair, and can be either a 3 + 4 or a 4 + 4 course load.

The following are weights applied to teaching, practice-related activities, and service responsibilities for tenured and tenure-track faculty classified as Practice Academic based on the course load over the nine-month academic year.

PA Workload Allocations

Course Load	Teaching	Research	Service (including practice-related activities)
3 + 4	60%		40%
4 + 4	70%		30%

Non-Tenure Track Faculty

Scholarly Academic:

Maintain the threshold for SA classification

- 3 + 3 course load

Practice Academic:

Maintain the threshold for PA classification. The teaching load will be determined by the Department Chair, and can be either a 3 + 4 or a 4 + 4 course load. Teaching loads below 4 + 4 must include a documented and significant service component aligned with AACSB classification expectations.

Scholarly Practitioner:

Maintain the threshold for SP classification. The teaching load will be determined by the Department Chair, and can be a 3 + 3, a 3 + 4, or a 4 + 4 course load. Teaching loads below 4 + 4 must include a documented and significant service component aligned with AACSB classification expectations.

Instructional Practitioner:

Maintain the threshold for IP classification. The teaching load will be determined by the Department Chair, and can be a 4 + 4, a 4 + 5, or a 5 + 5 course load. Teaching loads below 4 + 4 must include a documented and significant service component aligned with AACSB classification expectations.

The following are weights allocated to teaching, research, and service responsibilities for non-tenure track faculty members.

NTT Faculty Workload Allocations

Classification	Course Load	Teaching	Research	Service (including practice-related activities)
SA	3 + 3	40%	30%	30%
SP	3 + 3	50%	20%	30%

SP	3 + 4	50%	10%	40%
SP	4 + 4	70%	10%	20%
PA	3 + 4	65%		35%
PA	4 + 4	70%		30%
IP	4 + 4	70%		30%
IP	4 + 5	80%		20%
IP	5 + 5	90%		10%

If a non-tenure track faculty member is unable to maintain thresholds associated with their classification (SA, PA, SP, or IP), the faculty member will be evaluated as insufficient in the annual evaluation process, and be required to fulfill a performance plan in achieving their appropriate faculty classification status. In the event the faculty member is unable to meet their faculty classification status based on the performance plan, the faculty member will be given notice of non-renewal of their non-tenure track appointment.



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List of Journals

The Accounting Review Since : 1990	Journal of Accounting and Economics Since : 1990	Journal of Accounting Research Since : 1990	Journal of Finance Since : 1990	Journal of Financial Economics Since : 1990
The Review of Financial Studies Since : 1990	Information Systems Research Since : 1990	Journal on Computing Since : 1990	MIS Quarterly Since : 1990	Journal of Consumer Research Since : 1990
Journal of Marketing Since : 1990	Journal of Marketing Research Since : 1990	Marketing Science Since : 1990	Management Science Since : 1990	Operations Research Since : 1990
Journal of Operations Management Since : 1990	Manufacturing and Service Operations Management Since : 1999	Production and Operations Management Since : 1992	Academy of Management Journal Since : 1990	Academy of Management Review Since : 1990
Administrative Science Quarterly Since : 1990	Organization Science Since : 1990	Journal of International Business Studies Since : 1990	Strategic Management Journal Since : 1990	

Appendix 2 – Dean’s Message Announcing Adoption of Amended Policy

Amended Workload Policy



● **Hadjimarcou, John** <jhadjima@utep.edu>

Tuesday, April 30, 2024 at 9:26 AM

To: CoBA_Faculty ^

General\All Employees (unrestricted)

Dear Colleagues,

Faculty members in each of the three departments have now voted and approved the amended workload policy for our college. Overall, the policy is an improvement over the existing one in many ways.

The new policy has a longer-term horizon and might alleviate the problem of unevenness of publications. It also adds a new workload category (2+1) and a 2+2 workload for junior faculty members, which will become effective with the 2025-26 academic year. While this is not a perfect policy that addresses all individual cases, all changes will help us move closer to a traditional R1 college of business, at least on the side of the minimum expectations in research.

There will be a three-year window to sunset the existing policy to help us transition smoothly between the existing and amended policies. Faculty can use the policy that provides the best workload over three merit review cycles (2024, 2025, and 2026). Starting with the 2027 merit review cycle, only the amended policy can determine workloads for the following academic year.

Much work must be done to align all other elements of attracting and retaining high-caliber faculty, including faculty development, research support, and incentives or rewards for high-quality publications. Over the next year, we will work to make some of those changes, but I hope you have already seen some strategies we would like to implement permanently.

Thank you for sharing your thoughts and the spirited discussions during the approval process.

John



John Hadjimarcou, Ph.D.

Dean

Paul L. Foster and Alejandra de la Vega Foster Distinguished Chair in International Business

Fellow, [The University of Texas System Academy of Distinguished Teachers](#)

UTEP Distinguished Teaching Professor

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