

4.3.3 Academic Workload Requirement

4.3.3.1 System Policy

Pursuant to *Texas Education Code* [Section 51.402](#), the University of Texas System has established an academic workload policy, described in Regents' Rule [31006](#). The Rule also establishes the reporting requirements associated with faculty workload.

4.3.3.2 University Policy

Faculty play a fundamental role in advancing the University and in fostering student success. The curricula the faculty design, the programs they offer, the learning environment they create, the instructional methods they employ, the research they conduct, the creative works they produce, the service they provide, and their professional engagement with students inside and outside of the classroom, including mentoring and advising, are important components of the educational experience and should be reflected in the academic workload and in all faculty assessment processes and instruments.

4.3.3.2.1 Teaching is central to the faculty role. All individuals who hold paid tenure-track or tenured faculty appointments shall be assigned responsibility as instructors of record for organized coursework in each academic year that they are not on leave. Exceptions to this requirement require the approval of the Provost and must be documented in a format that facilitates regular review and reporting.

4.3.3.2.2 During a regular long semester of the 9-month academic year, a faculty member who is not expected to generate research or creative work, or perform significant service responsibilities, shall teach a load equivalent to 15 semester credit hours of organized undergraduate courses.

4.3.3.2.3 Most faculty members have substantial non-teaching responsibilities, and their teaching loads shall be adjusted to accommodate those responsibilities. Adjustments shall be made based on approved college or school policies and department or program standards. These policies and standards will reflect the varying missions, teaching methods, and student needs associated with different academic units and course levels. The policies and standards will be maintained and published by the Office of the Provost.

4.3.3.2.4 For a faculty member paid partially from a source of funds other than state appropriations, the teaching load shall be proportioned to the percentage of salary paid from state appropriations.

4.3.3.2.5 The Office of the Provost shall monitor implementation of workload policies and standards, and work with institutional research staff to prepare, validate, and submit required reports regarding workload.

4.3.3.3 College or School Policy

4.3.3.3.1 Each college or school shall develop a policy describing how workload is distributed for all faculty appointment types used in the college or school. For each appointment type, the policy shall identify workload ranges for different responsibilities, such as research and creative activity, teaching, service, and professional development. Possible faculty appointment types that are currently used by the university are outlined in Section 4.1 of this Handbook.

4.3.3.3.2 College or school policies shall ensure that policies for faculty evaluation, including tenure, promotion, annual evaluation, and post-tenure reviews, are aligned with the policies for workload distribution.

4.3.3.3.3 College or school policies shall be sufficiently flexible to permit department chairs and program directors to assign differential teaching loads that will allow faculty members to pursue institutional, college, departmental, and personal opportunities and goals in the areas of teaching, scholarship, and service.

4.3.3.3.3 Prior to adoption, college or school policies on academic workload shall be approved by the Provost. Department or program workload standards shall be reviewed by a faculty body representative of the appointment types of faculty employed by the college or school, and approved by the Dean of the college or school.

4.3.3.3.4 Until a college or school provides approved changes in faculty workload policy to the Office of the Provost for publication, the workload policy most recently in effect shall apply to that college or school.

4.3.3.4 Department or Program Standards

4.3.3.4.1 Faculty workload is assigned by department chairs, or program directors in the case of academic programs with faculty reporting lines, under the supervision of the relevant academic dean. Chairs and program directors shall deploy departmental faculty to foster student success and advance the department or program mission.

4.3.3.4.2 Each academic department and each academic program with faculty reporting lines shall establish standards by which academic workload is assigned. Standards may be variable according to need, disciplinary standards, sector level (lower, upper, masters, doctoral), delivery mode (team, face-to-face, hybrid, online), service demands, research productivity, or other factors including faculty and course development strategies.

4.3.3.4.3 New workload standards or changes to existing workload standards shall be proposed by a committee elected by department or program faculty and led by the Chair or Program Director.

4.3.3.4.4 Department or program faculty shall vote on the adoption of new workload standards or changes in existing standards. The standards must be approved by the Chair or Program Director, as well as the Dean of the relevant College or School, before implementation.

4.3.3.4.5 Faculty in the departments or programs may vote to adopt a uniform set of standards applicable to the entire College or School. In such a case, the uniform standards must be approved by the Dean of the College or School before implementation.

4.3.3.4.6 Department or program standards must ensure that the instructional needs of students are met efficiently within the unit's allocated instructional budget.

4.3.3.4.7 Until a department or program provides approved changes in faculty workload standards to the Office of the Provost for publication, the workload policy and standards most recently in effect shall apply to that department or program.

4.3.3.4.8 In rare cases, exceptions to departmental or program faculty workload standards may be granted to individual faculty members. Such exceptions require written justification and must be approved by the Department Chair or Program Director, as well as the Dean of the College or School. Documentation of approved exceptions will be maintained by the Office of the Provost in a format that facilitates regular review and reporting.

33.2.2 Faculty ~~Related~~ Compensation Supplements

33.2.2.1 Eligibility: All full-time faculty employees are eligible. Written standards governing faculty compensation supplements must be developed, approved by the Provost, and on file for easy review at all times.

33.2.2.2 Interim/Temporary Assignments: Additional pay for temporary assignments made with faculty must be approved by the Dean's Office or school designee ~~and Provost's Office~~ before the services commence. When a faculty member works for a department in a school other than the employing school, the Deans of both schools ~~and Provost's Office~~ must review and approve the supplemental payments.

33.2.2.3 Overload: Faculty teaching classes in excess of their respective course load requirements are eligible for extra compensation. Overload based payments are not included in the employee's budgeted annual salary and require approval by the employing Dean ~~and Provost's Office~~.

33.2.2.4 Approvals: Departments must follow their own internal review and approval processes when determining the need for an overload supplemental payment ~~after consulting with the Provost's Office and~~ before the assignment begins, to include:

1. Completion of the Supplement Authorization Request (SAR) form
2. Approvals from Dean or College Administrative Officer
3. Approval from the Office of Research and Sponsored Projects if request is grant funded
4. ~~Approval from the Provost's Office (Provost's Office will obtain approval from President's Office)~~

33.2.2.4.1 Increases in faculty workload associated with interim/temporary assignments and teaching overload shall not typically exceed 33% of the full-time assignment of the faculty member. Any exception to this standard requires additional written justification and approval by the Provost.

33.2.2.4.2 Once the approvals are obtained, requestor will submit a request for additional pay and attach the SAR approval of the desired payment. If a request for additional pay is initiated prior to gathering the appropriate approvals, it will be returned to the creator. Best practice is to collect all relevant approvals prior to beginning interim/temporary assignment. Payment will be rendered after work is completed. Faculty receiving additional pay will be appointed to receive payment through the current semester of the academic year of the request.

33.2.2.5 Maymesters, Wintermesters, and Minimesters: Additional payments will be processed by HR, Payroll, and Budget as approved requests are received from the ~~Provost's~~ Deans' Offices.

~~4-~~**33.2.2.6** One-Time Merit and/or Incentive Payments - One time merit payments should be addressed through the annual budget process for recognition of performance or significant accomplishments.

~~2-~~**33.2.2.7** Requests for faculty supplements and communication (cell phone) allowances will be reviewed each fiscal year on a case-by-case basis by the employing Dean ~~and Provost's Office~~.

Default Workload Policy and Standards

Important elements of faculty workload include classroom teaching, basic and applied research, and professional development. Workload for the faculty members is expressed in terms of classroom teaching, teaching equivalencies, and presidential credits for assigned activities.

Each faculty member shall be assigned a minimum workload equivalent to 18 semester credit hours of instruction in organized undergraduate classes each nine-month academic year, in accordance with guidelines listed below.

For a faculty member paid partially from a source of funds other than state appropriations, the teaching load shall be proportioned to the percentage of salary paid from state appropriations.

Equivalencies

The following equivalencies are available to meet workload requirements:

- 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.
- 2. Labs.** One and one-half contact hours of instruction of regularly scheduled laboratory and clinical courses, physical activity courses, studio art, studio music instruction, and primary music performance organizations, such as ensembles and marching bands, for each week of a long-term semester will be considered the equivalent of one semester credit hour of undergraduate instruction.
- 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.
- 4. Honors Program or Individual Research Projects.** 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. 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 or 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.
- 6. Coordination of Courses.** 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.
- 7. Large Classes.** Workload credit may be proportionally increased for teaching a large class that requires extensive grading or evaluation of students' work by the faculty member according to the following weighing factors:

Class Size	Weighing Factor
59 or less	1.0
60-69	1.1
70-79	1.2
80-89	1.3
90-99	1.4
100-124	1.5
125-149	1.6
150-174	1.7
175-199	1.8
200-249	1.9
250 or more	2.0



8. Proportional Credit. When more than one teacher participates in the instruction of a single course, the credit is proportioned according to the effort expended.

9. Insufficient Enrollment. A reduced workload may be granted temporarily if assigned classes do not materialize because of insufficient enrollment and when additional 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.

10. Administrative Services. Workload credit may be granted for a faculty member who is head of a department or head of a comparable administrative unit up to a maximum of six semester hours of workload credit per semester. When justified by the department/unit head and approved by the institutional head, three hours of credit may be given to faculty members who provide non-teaching 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 institution's organizational structure includes academic units composed of more than one academic discipline.

11. New Faculty Members. At the recommendation of the head of the department or comparable unit and upon approval of the institutional head, 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.

12. Course Development. At the recommendation of the departmental chair and upon approval of the institutional head, workload credit may be granted to a faculty member involved in the creation of a new course, new course format, or new course materials.

13. Credit Granted by Institution Head. Academic workload credit granted by the head of the institution 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 institutional head, 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 institutional policy, for preparing major documents in the fulfillment of

programmatic needs or accreditation requirements, or for duties performed in the best interest of the institution's instructional programs as determined by the head of the institution.

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