

UNIVERSITY RULE

12.03.99.M1 Faculty Teaching Workload Reporting

Approved July 31, 2006

Next scheduled review: July 3, 2016

Supplements [System Policy 12.03](#)

1. GENERAL

Faculty workload reporting is required for any individual assigned to teach a course for resident credit, or any individual whose salary is paid in full or part from Faculty Salaries.

2. DEFINITION OF TERMS

2.1 FACULTY SALARIES

Faculty Salaries are defined as salaries or wages of those engaged in the teaching function. Those paid from faculty salaries include heads of teaching departments and faculty.

2.2 WORKLOAD DEFINITION

Individuals paid from faculty salaries receive faculty workload credit from two areas: Classroom Teaching Credit and Equivalent Teaching Credits.

2.2.1 Classroom Teaching Credit: Classroom Teaching Credits are generally assigned to resident-credit courses. To ensure accuracy in workload reporting, each course should be assigned to the person primarily responsible for course instruction. For team taught courses, the teaching credit may be proportioned to the faculty members teaching the course.

2.2.2 Equivalent Teaching Credits: Certain non classroom academic duties performed by faculty that enhance the teaching/learning process may be funded from Faculty Salaries. Equivalent teaching credits may be assigned for these duties. Once the faculty member is in compliance, no further assignment or equivalent credits is required. The listing of allowable equivalent teaching credits for direct instructional or administrative activities is included in the "Faculty Workload Policy Statement – Texas A&M University" which is available at: <http://dars.tamu.edu/dars/files/4f/4ff73c0b-45b7-4b7f-9e1a-235fbb5c4be1.pdf>.

3. MINIMUM WORKLOAD REQUIREMENT

- 3.1 The minimum workload requirement for faculty members paid 100% from Faculty Salaries is nine (9) teaching credits, counting classroom and equivalent teaching credits.
- 3.2 For Graduate Assistant appointments that are reported in the faculty workload report the minimum workload standard is set by the academic unit reporting the workload.
- 3.3 For faculty members with less than full-time appointments, the minimum workload standard is proportionately less.

4. REPORTING

Every semester each academic department must prepare a Faculty Workload Compliance Report. The report must include each individual who:

- 4.1 is primarily responsible for course instruction for resident credit; or
- 4.2 is paid any part of his or her salary from FACULTY SALARIES (see definition above).

5. SPECIAL CONDITIONS REGARDING COMPLIANCE

- 5.1 **Payment of FACULTY SALARIES to exhaust accumulated leave time:** Faculty members fall into this category if they terminate employment, become ill, or die during any part of the year and the payment of salary to exhaust accumulated leave carries them into a fall or spring semester. These faculty members cannot be assigned teaching responsibilities and therefore cannot be in compliance with the minimum workload requirement. The department head must provide a written explanation to the dean of the college for each faculty member not in compliance.
- 5.2 **Faculty who are unable to complete teaching assignment during a long semester:** Faculty members fall into this category if they terminate employment, become ill, or die during a long semester and their courses are reassigned to other faculty members in the department. The compliance status of the faculty member will be the same as their compliance status before the disabling condition or termination took place.
- 5.3 **Other reason for non-compliance:** Occasionally faculty members may be non-compliant for reasons not covered in 5.1 or 5.2 above. For example, a faculty member may have been placed on administrative leave

or there may have been another circumstance that prevents a faculty member from teaching courses in a given semester.

- 5.4 **Faculty members not in compliance:** The reason for any faculty member not being in compliance with the minimum teaching requirement must be explained. For regular faculty (those not covered by 5.1 or 5.2 above) who are not in compliance, the department head must initiate an appropriate Employee Payroll Action Form to adjust the individual's teaching salary percentage.

6. RESPONSIBILITY FOR MONITORING WORKLOAD

6.1 Department Head

- 6.1.1 Assigns and monitors the workloads of individuals within his or her department to ensure compliance with the workload requirement
- 6.1.2 Approves equivalent teaching credits based on direct instruction or administrative activities as listed in the “Faculty Workload Policy Statement – Texas A&M University” (<http://dars.tamu.edu/dars/files/4f/4ff73c0b-45b7-4b7f-9e1a-235fbb5c4be1.pdf>.)
- 6.1.3 Ensures that other academic duties are assigned equitably within the department.
- 6.1.4 Provides notice to the college dean of all faculty members not in compliance.

6.2 College Dean

The college dean is responsible for monitoring the workload of individual faculty in his or her college as reported by the department head.

6.3 University Administration

The Office of Institutional Studies and Planning (OISP) will consolidate the reports from the colleges to generate the final Faculty Workload Compliance Report and shall prepare a list of faculty not in compliance with the minimum workload requirement. This report shall be sent to the Provost and Executive Vice President for Academics for review and approval prior to submission to the President.

The President is responsible for verifying institutional compliance with the minimum workload requirement and for reporting this information through the Chancellor, to the Board of Regents.

7. INSTRUCTIONS FOR COMPLETING FACULTY WORKLOAD COMPLIANCE REPORT

Each department head and dean will be notified by the OISP when the Faculty Workload Report has been placed on the web for updating and correcting.

OFFICE OF RESPONSIBILITY: [Office of the Dean of Faculties](#)