

## 1. PURPOSE

- 1.01 The faculty workload policy for Sam Houston State University is designed to comply with V.T.C.A., Education Code §51.402, and will be reported to the Texas Higher Education Coordinating Board and included in the operating budget for the University. The purpose of this policy is to specify how a faculty member's workload is determined and implemented to meet University goals and to ensure that faculty workloads are distributed equitably, as well as carried out efficiently and effectively. This policy is also designed to provide guidance to each academic unit in developing department/school-specific workload policies in consultation with the dean. The workload policy recognizes that faculty members' interests, strengths, and skills vary and provides flexibility to assign workloads that meet the University's needs, and interest and skill sets of the faculty.
- 1.02 This policy also establishes responsibilities for monitoring and reporting faculty workload, and for reporting workload compliance to The Texas Higher Education Coordinating Board (THECB).
- 1.03 Workload for department chairs and school directors is not covered in this policy, but is addressed in *Appointment, Workload, and Evaluation of Chairs* (APS 110511); likewise, policy governing faculty overloads is not included here but instead can be found in *Instructional Overload Assignment* (APS 810701). The roles and responsibilities of graduate and doctoral teaching assistants are provided in *Employment of Graduate Assistants* (APS 890303).

## 2. DEFINITIONS

- 2.01 The following definitions shall be used for faculty workload:
  - a. Academic Unit—a department or school residing within a college or degree program with a program director who reports to the college dean.
  - b. Department Chair or School Director—the academic unit leader.
  - c. Faculty—any individual holding a faculty appointment, regardless of the source of funding, title, or assignment. Additional information can be found in *Academic Instructional & Research Personnel* (APS 800114).

- d. Graduate or Doctoral Teaching Assistant—considered faculty for workload reporting purposes.
- 2.02 Full-time faculty workload equates to 12 workload credit each fall, spring, and long summer semester. Summer employment may be available to faculty with nine-month contracts. Faculty workload may include a combination of teaching or librarianship, conducting scholarly/creative activities, and performing service or administrative duties.

### 3. PROCEDURES

- 3.01 Each academic unit shall produce a workload policy in consultation with the dean to be included in a college workload handbook that documents the number of workload credits assigned for specific teaching or librarianship, scholarly/creative, and service or administrative activities. Colleges may elect to produce a single college workload policy in lieu of academic unit workload policies upon agreement from each department in the college. College workload handbooks shall be reviewed annually and are subject to approval by the dean and the Provost and Sr. Vice President for Academic Affairs. In the absence of an approved college workload handbook, the former academic policy on faculty workload shall remain enforced.
- 3.02 At a minimum, each college workload handbook shall:
- a. specify teaching workload credits for each course, lab, and individual instruction, as well as address mentoring of undergraduate and scholarly/creative activity of students and chairing of theses and dissertations. Workload shall be calculated using the semester credit hour value of the course, laboratory contact hours, number of students enrolled in the class on the census date, or other criteria as determined by the college workload handbook.
  - b. specify scholarly and creative activity workload credits for the development and implementation of scholarly and creative projects.
  - c. specify service workload credits for academic program coordination, responsibility for academic program review or accreditation, and other significant administrative or service assignments relevant to the academic unit, college, or profession. Administrative workload assignments at the level of chair and above require approval by the Provost and Sr. Vice

President for Academic Affairs and the Board of Regents of the Texas State University System.

- d. be developed with input from tenured, tenure-track, and continuing non-tenure-track faculty from each academic unit in the college.
  - e. be approved by the college dean and the Provost and Sr. Vice President for Academic Affairs.
  - f. be made available to all faculty by being posted on the Academic Affairs website.
- 3.03 A faculty member's workload assignments are determined by the department chair/school director in consultation with the faculty member during the course schedule building process and are subject to the approval of the dean. Whenever possible, chairs/directors should attempt to align the needs of the academic unit and university with the individual professional goals of the faculty member when assigning workload. Workload assignments that deviate from those established in the college workload handbook require pre-approval from the dean and the Provost and Sr. Vice President for Academic Affairs.
- 3.04 Workload assignments shall be consistent with the expectations of *Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty* (APS 900417), as well as standards for promotion of non-tenure track faculty (APS 890301, *Hiring, Evaluation, Promotion, and Merit for Non-Tenure Track Faculty*) and college/academic unit standards for tenure and promotion.
- 3.05 Workload credit may be assigned to recognize temporary duties or expectations for teaching or librarianship, scholarly/creative activities, and service or administrative assignments.
- 3.06 All activities that receive faculty workload credit shall be assessed in accordance with *The Faculty Evaluation System of Tenured and Tenure-Track Faculty* (APS 820317) and *Hiring, Evaluation, Promotion, and Merit for Non-Tenure Track Faculty* (APS 890301).
- 3.07 Instructors of organized classes that are team taught will proportionally share the workload credits assigned for those classes in accordance with their distribution of responsibilities.

- 3.08 As need dictates, faculty members may be requested on occasion to carry a teaching or service workload beyond normal expectations. In such instances, compensation for teaching overloads shall be granted in accordance with *Instructional Overload Assignment* (APS 810701).
- 3.09 Department chairs/school directors and deans are responsible for ensuring appropriate workload and resource stewardship by reviewing academic unit policies and workload reports, and monitoring policy compliance. They are also responsible for implementing early oversight of faculty workload to ensure equity and appropriate resource stewardship for future semesters.

#### 4. REPORTING RESPONSIBILITIES

- 4.01 At the beginning of each fall, spring, and long summer semester, it is the responsibility of each department chair/school director to report to the appropriate dean the workload assignment of each faculty member within their academic unit.
- 4.02 It is the responsibility of each dean to review workload entries and to transmit to the Provost and Sr. Vice President for Academic Affairs a report of workload assignments of all faculty members within their college, and to explain each instance in which a faculty member's workload assignment deviates from the approved college workload handbook or this policy.
- 4.03 The Provost and Sr. Vice President for Academic Affairs shall have final responsibility for the submission of faculty workloads to THECB in conformity with this policy subject only to review by the President and final action by The Texas State University System Board of Regents.

APPROVED: \_\_\_\_\_ <signed>  
Alisa White, Ph.D., President

DATE: \_\_\_\_\_ 7/6/2023

**CERTIFICATION STATEMENT**

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: June 1, 1979  
Reviewer(s): Academic Affairs Council

Review Cycle: Five years\*  
Review Date: Spring 2028

Approved: \_\_\_\_\_ <signed> \_\_\_\_\_  
Michael T. Stephenson Ph.D.,  
Provost and Sr. Vice President  
for Academic Affairs

Date: \_\_\_\_\_ 7/3/2023 \_\_\_\_\_

\*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.