Faculty Workload Policy
TAMU-CC College of Education and Human Development

(Last revised July 1, 2020)

Introduction
The TAMU System and University Policy 12.03.99.C1 (Faculty Workload) recognize teaching, scholarship, and service as essential and expected elements of workload for individual faculty. These elements are reflected in evaluation policies governing considerations of continued contractual employment at the university including granting of Promotion and Tenure (P&T) and consideration for merit pay increases. Accordingly, every tenured/tenure track faculty member is expected to be involved in all three areas of work: teaching, research, and service. Typically, full-time tenured/tenure-track faculty are expected to accrue 24 workload credits (usually 12 each long term) over the academic year, plus spend some time contributing service to the department, college, university, profession, etc. Full-time clinical faculty (fixed-term) are expected to accrue 30 workload credits (usually 15 each long term) over the academic year, as well as make appropriate service contributions as noted above and aligned to the role as clinical faculty. These workload credits are assigned for instruction and for a variety of instructionally-related, administrative, scholarly, and service activities extending beyond the normal scope of expected university service.

The COEHD workload/service policy enables academic programs to serve their constituencies (their students, their professional disciplines, the citizens of the state of Texas) within the regulatory guidelines of the TAMUS and TAMUCC workload policy.

Each year as part of the COEHD ADEP process, each faculty member, in consultation with their department chair, will discuss and document workload/service expectations for the semester and academic year. Department chairs from each COEHD academic department will articulate an agreed-upon workload/service proposal for each individual faculty member based on the ADEP meeting. A department chair may propose ‘workload reassignment credit’ for individual faculty members with designated responsibilities deemed appropriate for the unit (see Workload Reassignment Credit below). Factors that may influence workloads between departments might include labor-intensive pedagogies, involvement in graduate programs, disciplinary norms, involvement in the provision of general education, and the requirements associated with the variety of scholarly and creative activities. Workload credit for service above and beyond normal service can be considered as part of the workload credit. Accordingly, Individual faculty workloads may vary among faculty members and across the academic semester/year. Each faculty’s individual proposed workload assignment must be submitted and approved by the COEHD Dean at or near the beginning of each academic semester before faculty members receive approval of the proposed assignment.

COEHD Procedures for Faculty Workload Assignment

COEHD faculty workload is based on the expectation of a 12 SCH/academic semester for all tenured and tenure-track faculty and a 15 SCH/academic semester for clinical/fixed-term faculty members. Typical service is considered in addition to the faculty workload.
In general, it is expected that the portion of the workload assigned to instruction will vary, on average, from 3 to 12 credits per term depending on a variety of factors such as involvement in the supervision of graduate students, level of scholarly productivity, and assignment of administrative duties. Individual workloads are determined in the department and subject to the approval of the Dean’s Office. Departmental proposals for faculty workload must be aligned with promotion and tenure guidelines and linked to standards for consideration of merit pay raises. Per University Policy, “During the faculty member’s annual evaluation, the annual evaluation document must specify the weight of the workload allocation for teaching, scholarship, and service so that the sum of these weights total 100% for the year for which the faculty is being evaluated.” This alignment must be documented as part of the ADEP process. Currently, with the exception of specialized cases, the evaluative weightings for teaching, research, and service reflect the College’s commitment to the University’s Momentum 20/20 initiative to provide instruction that is informed by best research-informed practices and development of pedagogical and learning sciences in support of attaining Emerging Research Status (ERI). Accordingly, our faculty are expected to be active researchers and scholars and willing departmental, College, and University citizens for serving our intellectual and professional community. The current standard rubric for evaluative weighting of tenured/tenure track faculty work activities is 40% for teaching, 40% for research, and 20% for service.

Although it is difficult to align percentages exactly between workload and the 40/40/20 rubric, efforts to move toward ERI are being acknowledged through all faculty currently being assigned to 3 credit hours each semester (or 25%) of their workload for research activity.

**Workload reassignment credit for academic service and administrative project assignments**

Engagement in academic service at the department, college, university, and professional levels, such as committee work or curriculum development, is expected of all faculty and is reflected in all measures of performance review (ADEP, merit, and promotion and tenure review processes).

**TAMUCC designated workload reassignment for administrative assignments**

In accordance with TAMUS and TAMU-CC Policy, COEHD workload reassignment for designated administrative titles below the Dean, for example, associate/assistant deans, department chairs, academic program coordinators, undergraduate or graduate program coordinators and coordinator or director of a center program or clinic) may receive up to 9 workload credits per semester for performing those duties.

- Assistant or Associate Deans – Minimum of 50% workload reassignment
- Department Chairs- Minimum of 50% workload reassignment

In addition to TAMU-CC designated administrative titles, the COEHD Dean may in consultation with department chair approve workload reassigned credit (or stipend compensation) on a semester or year-long basis to individual faculty involved in significant departmental/college responsibility deemed to exceed expectations for general service required by TAMU-CC policy of the faculty role. Examples of designated service workload reassignment might include:
1. Serving as the designated/named departmental liaison and responsible person for facilitating and ensuring departmental compliance with university and outside-university regulations (Certification; TEA;)
2. Providing time-limited leadership on a departmental Initiative (e.g., curriculum design; Grant initiative etc.)
3. Providing start up support for new faculty who negotiate a reduced teaching load during their first-year appointment. The Dean will determine how start up reassignments are implemented through consultation with department chai

Workload Reassignment for Credit -Generating Direct Instruction

TAMUCC policy recognizes the effort involved in programming and supervision of credit-generating direct instruction. In the COEHD, workload reassignment credit may be approved for significant student supervision of students (such as dissertation advising, field or study abroad experiences, work overloads).

Workload Credit for Chairing and Methodological Consultation on Doctoral Dissertations

Faculty teaching Dissertation in Progress (6397) may receive workload credit. Faculty supervising as doctoral dissertation chair for three (3) or more students in one semester may receive a three-hour workload reassignment credit. Faculty members are limited to receiving a maximum 3-hour sch workload credit for dissertation advising each semester. Faculty members are also limited in the number of students for which they can serve as dissertation chair.

In addition, faculty serving as dissertation methodologist for three or more students enrolled in Dissertation in Progress will also receive a three-hour workload reassignment. These faculty workload reassignments will be documented by the department chair (in ADEP and official workload reports) and maintained in the Dean’s Office.

Workload Credit for Scholarship

All COEHD tenured and tenure-track faculty can request a 3-hour workload reassignment credit for engaging in significant scholarship. Requests are made directly to the department chair and forwarded to the Dean’s Office on or before the beginning of each academic semester.