

## UT Tyler Prototype of Faculty Workload Policy based on Proposed RR 31006

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### A. Purpose/Policy

This document states institutional policy concerning faculty teaching responsibilities (Replaces HOP 3.2.3).

### B. Scope

Faculty paid full time from the appropriations item "Faculty Salaries."

### C. Definitions

Faculty workload encompasses the areas of teaching, scholarship, and service. The minimum teaching load in each academic year is 24 credits for non-tenure-track and 18 credits for tenured/tenure-track faculty.

### D. Responsibilities

Under the supervision of the Dean, the Chair (Director) is responsible for the deployment of faculty in ways to foster student success and advance the mission of the department (school). The Chair (Director) will implement the above-defined teaching loads with the following adjustments and equivalencies:

#### 1. Equivalencies:

- a. One (1) semester credit hour of graduate instruction is equal to one and one-half (1½) semester credit hours of undergraduate instruction.
- b. Courses with contact hours exceeding semester credit hours will be treated as follows:
  - 1) Supervision of practical experiences for teachers, practitioners, and interns, is credited such that twelve (12) total student semester credit hours taught is equivalent to one (1) semester credit hour of teaching load credit.
  - 2) Direct supervision of clinical experiences for practitioners is credited at the rate of one (1) semester teaching credit for each one and one-half (1½) semester contact hours of instruction. Twelve (12) total student semester hours taught is equivalent to one (1) semester hour of teaching load credit.
  - 3) Supervision of student practicum and individualized instruction courses shall provide teaching load credit at the rate of one-tenth (1/10) semester credit hour for undergraduate instruction and one-fifth (1/5) semester credit hour for graduate instruction. In no case will individual instruction in a single course generate more teaching load credits than if the course were taught as a regularly scheduled, organized course.
  - 4) For all other courses in which the regularly scheduled contact hours exceeds the semester credit hours, teaching load credit will be equal to the scheduled contact hours.
- c. Supervision of graduate theses and dissertations is provided teaching load credit only to the thesis or dissertation committee chair at the rate of one semester hour of teaching load credit for every six (6) total student semester hours of thesis research credit and at the rate of one (1) semester hour of teaching load credit for every three (3) total student semester hours of dissertation credit.
- d. A faculty member who coordinates multiple sections of a single course is given one (1) semester hour of teaching load credit for each five (5) sections coordinated up to a maximum of three (3) semester hours of teaching load credit.
- e. When more than one faculty member participates in the instruction in a single course, the teaching load credit is proportioned according to the effort expended.
- f. An additional class size weight factor of 0.1 may be applied for every 10 students above 50 and below 100, and 0.05 for every 10 students above 100, up to a maximum weight factor of two (2).
- g. A reduced teaching load may be granted temporarily if classes do not materialize due to insufficient enrollment and additional classes cannot be assigned in time. This exception may be granted no more than two (2) consecutive long term semesters for any particular faculty member.

- h. Three (3) semester hours of teaching load credit may be given for each of two (2) semesters to newly-appointed tenure track faculty members during the first year of employment for the purpose of developing instructional materials and/or establishing a program of research.
2. Teaching load credit may be granted by the President with approval of the Provost and Vice President for Academic Affairs for major academic advising responsibilities, for preparing major documents in the fulfillment of programmatic needs or accreditation requirements, research and scholarship or creative activities and service beyond the expected 25% workload and for duties performed in the interest of the institution's instructional programs. Teaching load credit granted for such purposes is limited to 1% of the total semester credit hours taught at UT Tyler during the comparable (fall or spring) semester in the previous year.
3. Teaching load for Chairs (Directors) shall follow HOP 3.2.0.
4. Chairs (Directors) may propose modifications to the above adjustments and equivalencies to better conform with the mission of the department (school). If proposed modifications are approved by the President, they will become the working guidelines for the department (school).
5. At the end of the spring semester, Chairs (Directors) shall certify that teaching loads for the academic year are consistent with this policy. Certifications for each college shall be approved by the Dean and submitted to the Office of the Provost for final approval by the President.

E. **Review**

The Divisional Head for this policy is the Provost and Vice President for Academic Affairs. This policy is reviewed every five years or sooner if deemed necessary by the Provost and Vice President for Academic Affairs in consultation with the Faculty Senate.

F. **Relevant Federal and/or State Statutes, Board of Regents Rule, UTS Policy, and/or Coordinating Board Rule**

Texas Education Code 51.402

University of Texas System Regents' Rule 31006

Texas Higher Education Coordinating Board report: CBM008