



Revised June 30, 2026

Next Scheduled Review: June 30, 2031

Rule Summary

Faculty are expected to satisfactorily perform commonly accepted duties that will advance and enhance the teaching/learning process, the quality of academic programs, the impact of academic and professional service, and each faculty member's respective academic discipline.

Acknowledging the wide-ranging responsibilities of its faculty, East Texas A&M University (University) supports an equitable and reasonable workload assignment system. This rule provides guidelines for assigning workload credit for direct instruction, administrative assignments, non-administrative academic assignments, expectations, and monitoring. This workload rule defines expectations for the nine-month academic year (i.e., fall and spring semesters) and does not apply to mini or summer semesters. Academic units are required to determine how the rule is implemented.

Procedures and Responsibilities

1 GENERAL

1.1 Recognized duties include, but are not limited to, classroom teaching, scholarly study, basic and applied research, creative activities, professional development, guiding student research, student advising/mentoring and counseling, course and curriculum development, continuing education, public service, assistance in the administration of the academic program, participation in college and university governance, special projects of the University, and similar academic activities. These duties are inherent in the work of a faculty member.

1.2 Required Annual Workload Credits:

1.2.1 For tenured and tenure-track faculty:

1.2.1.1 When considering workload earned for instructional activities, Research Scholarship and Creative Activity (RSCA), and service, tenured and tenure-track faculty are expected to earn a combined total of 30 workload credits each academic year.

1.2.1.2 Faculty are expected to accrue 24 workload credits for instructional activities per academic year.

1.2.1.2.1 The expectation to accrue 24 workload credits for instructional activities per academic year can be lowered through designation as doctoral faculty. Doctoral faculty designation is determined

prior to each fall term and is effective for one year. The department head recommends faculty members for doctoral faculty designation, subject to the Dean's approval. Faculty designated as having doctoral faculty status are expected to accrue 12 workload credits for instructional activities per academic year. To be eligible for consideration for doctoral faculty designation, a faculty member must meet all of the following criteria:

- 1.2.1.2.1.1 Have earned at least a satisfactory rating in RSCA on the most recent annual evaluation, as defined by departmental criteria.
- 1.2.1.2.1.2 Hold Graduate Faculty Membership or Temporary Graduate Faculty Status.
- 1.2.1.2.1.3 Have completed all required research and research advisement trainings.
- 1.2.1.2.1.4 Meet one of the following requirements:
 - 1.2.1.2.1.4.1 Chair at least three active dissertations.
 - 1.2.1.2.1.4.2 Serve on at least nine dissertation committees.
 - 1.2.1.2.1.4.3 Serve on committees and chair dissertations in a combination equivalent to chairing three dissertations, where three committee memberships equal one chair assignment; or
 - 1.2.1.2.1.4.4 Be appointed as the doctoral program coordinator.
- 1.2.1.2.1.5 Dedicate at least fifty percent (50%) of the assigned workload to the doctoral program.
- 1.2.1.2.1.6 Doctoral students must demonstrate continued progress for their dissertation involvement to count toward eligibility under section 1.2.1.2.1.4. Each doctoral student may be counted for a maximum of four long terms (fall and spring combined), regardless of whether the faculty member serves as chair or committee member.
- 1.2.1.2.1.7 Substantive changes in a faculty member's role or workload, including changes occurring during the spring term, may result in a modification of doctoral faculty designation.

1.2.1.2.2 The expectation to accrue 24 workload credits for instructional activities per academic year can be lowered through the accumulation of additional workload credits, as established by departmental policy. Justification for course loads below six workload credits must be documented and approved by the Department Head and the College Dean.

1.2.1.3 Faculty are required to meet departmental expectations for RSCA and service activities and will earn six workload credits for doing so each academic year. RSCA and Service above departmental expectations may earn additional workload credit as described in sections 4.4 and 4.5.

1.2.2 Non-tenure track faculty are expected to accrue 30 instruction or instruction-related workload credits (usually 15 credits each long term) over the academic year, unless otherwise specified in their notice of appointment.

1.3 Faculty may be assigned non-instructional workload credit by the College Dean in consultation with the appropriate Department Head or academic unit equivalent.

2 CREDIT-GENERATING INSTRUCTION

2.1 Teaching activities include, but are not limited to, the following:

2.1.1 Lecture Instruction: Academic workload credit is equal to the credit hour value of the course (e.g., 3-credit-hour course = 3 workload credits).

2.1.2 Laboratory Instruction, Music Ensemble and Lessons, Studio Art, and Directing/Conducting a Performance-Related Activity. Workload credit for these activities must be defined in the departmental workload policy and may vary from the standard workload credit.

2.1.3 Student Teacher Supervision, Nursing Clinical, and Field-Based Courses. Workload credit for these activities must be defined in the departmental workload policy and may vary from the standard workload credit.

2.1.4 Master's Capstone and Honor's Capstone Projects. Capstone Projects include: Thesis, 595, Experiential Projects, and Comprehensive Exam. Faculty supervising or serving as chairs (teacher of record) are eligible for workload credit, as defined in the department workload policy. Faculty serving on committees may be eligible for workload credit upon the recommendation of the Department Head or an equivalent academic unit.

2.1.5 Doctoral Dissertation Committee, MFA Thesis, and other terminal degrees. Some faculty members will serve on dissertation/MFA thesis committees and/or direct doctoral dissertations or MFA theses as part of their normal workload. Other faculty members who do not have dissertation/MFA thesis committee service and/or doctoral dissertation or MFA thesis direction as part of their workload may be awarded additional academic workload credit for that purpose upon the recommendation of the Department Head or an equivalent academic unit.

- 2.1.6 Independent Study. Workload credit for these activities must be defined in the departmental workload policy and may vary from the standard workload credit.
- 2.1.7 Practicum Taught as Group and Internship/Clinical Courses. Academic workload credit equals the credit-hour value of the course. Workload credit may be adjusted based on course enrollments and must be defined in the department workload policy.
- 2.1.8 Team Teaching. Instructors who team teach classes receive academic workload credit in proportion to their instructional responsibility for the course. For example, two instructors, each having 50% responsibility for teaching a 3-credit-hour lecture course, would each receive 1.5 workload credits. Assignment of workload credit will be determined prior to the course being taught, with approval of the Department Head(s) and the College Dean(s).

2.2 Workload credit is determined by departmental workload policy. The proportion of workload credit assigned is determined by the individual academic units (e.g., colleges, schools) based on their unique needs. See 1.2 for basic workload expectations.

3 ADMINISTRATIVE ASSIGNMENTS

Faculty members may receive workload credit for administrative assignments. The amount of workload credit for administrative duties a faculty member receives is dependent upon the complexity of the department or program, the assigned duties of the position, and the number of faculty members or students supervised. Positions in which a faculty member is given an administrative, supervisory, or coordinative assignment directly related to the instructional programs and purpose of the University include, but are not limited to: Assistant/Associate Dean, Department Head, director of a school, coordinator of a discipline, program coordinator, and coordinator or director of a center, program, or clinic.

- 3.1 Faculty members assigned to administrative positions below the level of College Dean (e.g., Associate/Assistant Dean, Department Head, academic program coordinator, undergraduate or graduate program coordinator, and coordinator or director of a center, program, or clinic) may receive up to 12 workload credits per semester for performing those duties.
- 3.2 The amount of workload credit assigned depends upon the complexity of the department or program, the assigned duties of the position, and the number of faculty members or students supervised.
- 3.3 Department Head workload credits are defined by University Procedure *12.99.99.R0.08, Academic Department Head Appointment and Responsibilities*.

4 NON-ADMINISTRATIVE ASSIGNMENTS

- 4.1 Workload credit may be given for non-administrative academic assignments, including instruction-related activities, scholarship and creative activity, service, and other academic assignments. A faculty member may earn workload credits to be applied in the current term or in the next consecutive long term. Unused workload credits do not carry over beyond the next long term.

- 4.2 Department Heads or academic unit coordinators are responsible for maintaining records of faculty workload credit.
- 4.3 Adjustments to workload credits may be allowed for various instruction-related assignments, including teaching assignments that include additional responsibilities, as defined by departmental workload policy. This category includes, but is not restricted to:
 - 4.3.1 Teaching complex and/or large classes, especially those that require supervision and coordination of teaching assistants and/or graders or involve multiple laboratories or discussion sections.
 - 4.3.2 Developing new degree programs or conducting major curriculum revisions, depending on the complexity and amount of work involved.
 - 4.3.3 Teaching field-based courses.
- 4.4 Research, Scholarship, and Creative Activity
 - 4.4.1 Workload credit may be assigned for research/intellectual contributions/creative activity. Faculty granted additional academic workload credit for these activities must demonstrate satisfactory progress during their annual evaluations by Department Heads, and/or College Deans.
 - 4.4.2 Workload credit may be assigned for the supervision of non-credit generating student research and post-doctoral researchers, with approval by the Department Head, and/or the College Dean.
 - 4.4.3 Workload credit may be assigned for certain activities related to scholarship and creative activity, such as a journal editor.
 - 4.4.4 A faculty member may be assigned workload credit for serving as a principal investigator on a substantial external grant and/or when external grants fund their salary.
 - 4.4.5 New faculty may be assigned workload credit for research and creative activity as stipulated in their notice of appointment.
- 4.5 Service

A faculty member may receive workload credit for extraordinary service at the University, in the academic discipline, and/or to the public. This could include faculty mentoring, Institutional Effectiveness authorship, leadership of professional and/or student organizations, and other major service activities. The amount of workload credit depends on the complexity and extent of the service activity, as defined by the departmental workload policy, with the College Dean's approval.
- 4.6 Special Circumstances
 - 4.6.1 The President may grant workload credit for special presidential assignments.
 - 4.6.2 The Provost and Vice President for Academic Affairs may grant workload credit for reasons not described in this rule.

4.6.3 A College Dean may grant workload credit for reasons not described in this rule.

5 OVERLOAD

- 5.1 A faculty member is considered to be in an overload situation in a fall or spring semester when total instructional workload credits are 13 or higher for a tenured or tenure track faculty member, and 16 or higher for a non-tenure track faculty member.
- 5.2 An overload assignment in a semester may be compensated monetarily or with a compensating workload adjustment in the next consecutive long semester.
- 5.3 Overload is paid at the standard rate determined by the college/academic unit.

6 WORKLOAD RESPONSIBILITIES

- 6.1 The responsibility for ensuring compliance with workload requirements and fairness within the college lies with the College Dean.
- 6.2 Within the framework of university workload requirements, in consultation with and by majority vote of the faculty of the appropriate department or academic unit, each unit will develop a process for assigning academic workload credit.
- 6.3 Processes relating to assigning academic workload credit will be reviewed and revised by the appropriate department or academic unit and approved by the Dean within six months (excluding summers) of published updates to this policy. The typical review cycle is every five years, but updates to related system policies or regulations and/or other circumstances may result in more frequent reviews.
- 6.4 The Provost has final responsibility for the approval of workload policy in conformity with university rules and procedures, system policies, and regulations. The ultimate responsibility for ensuring workload equity across the university lies with the Provost. Each semester, the University submits a report to The Texas A&M University System and the Texas Higher Education Coordinating Board regarding workload compliance

7 REQUEST FOR REVIEW OF ACADEMIC WORKLOAD ASSIGNMENTS

The University recognizes the right of faculty members to request a review of workload assignments before a panel of peers. See University Procedure 32.01.01.R0.01 for details.

Related Statutes, Policies, or Requirements

Texas Education Code [Section 51.402](#) and [Section 51.403](#)

[THECB Reporting and Procedures Manual for Texas Public Universities, Fall 2024](#)

System Policy [12.03 Faculty Academic Workload and Reporting Requirements](#)

University Procedure [12.99.99.R0.08, Academic Department Head Appointment and Responsibilities](#)

University Procedure [32.01.01.R0.01, Grievance and Appeal Process for Faculty Members](#)

Suspends University Procedure 12.03.99.R0.01, *Faculty Workload*

Revision History

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