

Faculty Workload

Original Implementation: November 4, 1977

Last Revision: October 31, 2022

I. General Policy

The faculty workload policy is intended to balance student, institutional, and professional interests in an equitable manner. Stephen F. Austin State University (SFA) is, above all, focused on teaching excellence. Individual workload responsibilities should be designed to support this priority. The workload policy applies to all full-time university personnel who hold faculty rank, except the librarians, and whose positions are listed in the annual budget. The same workload allocation shall also apply to part-time instructional personnel.

The normal faculty workload assumes the performance of teaching, research/scholarly/creative, and service activities. The distribution of effort among these three categories is reviewed on an annual basis by the academic unit head. In all cases, student instructional needs shall be the determining factor in arranging workload. Faculty must fulfill academic unit expectations in all categories.

Each college faculty, in consultation with the dean, may develop and adopt a college workload procedure, as a supplement to this policy, in order to provide guidance on matters best defined at the college level. A college's workload policy must be approved by the provost and executive vice president for academic affairs. In the event of conflict, this policy supersedes. The provost and executive vice president for academic affairs may allow departures from workload standards when in the interest of the university. Approved college workload procedures must be posted and should be reviewed periodically.

II. Workload Allocations

- A. The standard full-time teaching load is 24 Teaching Load Credits (TLC) for the combined fall and spring semesters. Additionally, faculty members are expected to engage in research/scholarly/creative and service activities at levels appropriate to their rank and academic unit tenure/merit criteria. The standard full-time teaching load for non-tenure track faculty members is 30 TLCs. By agreement with the academic unit head and dean, research/scholarly/creative activities or significant service commitments may reduce the teaching load of non-tenure track faculty by 3 TLCs per semester.

When summer teaching load assignments are made (see university policy 7.28, Summer Teaching Appointments), the standard summer full-time teaching load is typically 6 TLC for one term or 12 TLC for both summer terms combined. Variation from this standard will be made under the same guidelines that apply to fall and spring terms.

- B. Within reasonable limits, certain instructional activities are also considered part of the workload and generate TLCs or equivalents. When applicable, teaching load credits will be defined in each college's workload procedure regarding: 1) Lecture, Seminar, and Laboratory courses, 2) Practicum and Internship courses, 3) Private Lessons, 4) Thesis and Dissertations, 5) Variable credit courses, 6) Cross-listed or composite courses, and 7) Independent study courses.
- C. Faculty members are required to maintain at least five office hours per week, during which they will be available for meetings with students. Office hours may be adjusted appropriately by agreement with the academic unit head and dean.
- D. Any work that substantially exceeds normal expectations in the categories of research/scholarly/creative accomplishment and service constitutes an opportunity to request a course load reassignment from the academic unit head. Reassignment is not automatic, but depends upon student, academic unit, and college needs. Each reassignment, whether for a single semester or an academic year, must be approved by the appropriate dean and the provost and executive vice president for academic affairs. The written request for reassignment must identify the work that shall be produced and demonstrate an amount of work equivalent to the instruction of the number of credit hours requested. A faculty member is not limited to a single reassignment request per semester if adequate justification exists. A dean may also propose a course load reassignment for a faculty member in other circumstances.
- E. The instruction of a course overload for the academic year, when at the request of an academic unit head, may qualify a faculty member for additional compensation during a semester. An individual who accepts an overload assignment will fulfill the responsibility beyond normal contractual workload.

III. Compliance

- A. Academic unit heads are responsible for assigning faculty workloads according to student instructional needs and for verifying the accuracy of workload reports for each faculty member in the academic unit.
- B. Deans monitor and approve faculty workloads under their authority and review workload reports submitted by academic unit heads, and may require academic unit offices to input and update faculty workload data in the university's administrative software system.
- C. The provost and executive vice president for academic affairs supervises and approves faculty workload. If the academic unit head and dean cannot resolve a dispute over the equity of a workload issue, faculty members may appeal to the provost and executive vice president for academic affairs for a final decision.
- D. A workload report summary is submitted as required by Tex. Educ. Code § 51.402(c).

Cross Reference: Tex. Educ. Code § 51.402; Summer Teaching Appointments (7.28); Academic Unit Head -Responsibilities, Selection, and Evaluation (4.4); Additional Compensation (12.16); Teaching Load Credit Calculation Reference

Responsible for Implementation: Provost and Executive Vice President for Academic Affairs

Contact for Revision: Provost and Executive Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

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