

## 12.03 Faculty Academic Workload and Reporting Requirements

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Click to view [Revision History](#).



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### Policy Summary

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This policy is established to provide specific guidelines to the universities (academic institutions) of The Texas A&M University System (system) regarding the minimum academic workload for faculty. It is essential that the public and stakeholders understand the variety and complexity of academic workloads while being assured that such workloads represent a positive value for the state.

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### Policy

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The system Board of Regents (system board) is required by law to adopt rules and regulations concerning faculty academic workloads consistent with general policies developed by the Texas Higher Education Coordinating Board (coordinating board). Each academic institution president is required to develop guidelines specific to that academic institution and designate an officer to monitor workloads and prepare required reports as described in this system policy.

#### 1. TEACHING LOAD

- 1.1 Each full-time person employed for instructional purposes by the academic institution is expected to teach classes and assume a reasonable workload of related activities that constitute a full-time instructional load. Persons employed on a part-time basis from instructional funds are expected to assume a workload proportional to the percentage of employment on these funds.
- 1.2 The nature of a full-time teaching load will vary from academic institution to academic institution (and between departments within the same academic institution) because of differences in academic institutional missions, the nature of the instructional programs, the stages of development of the academic institutions, the natures of student bodies, and other factors. In all academic institutions, faculty members are expected to engage in those commonly accepted duties which will enhance the teaching/learning process and the quality of the academic institution's programs. Recognized duties include classroom teaching, scholarly study, basic and applied research, professional development, student advising and counseling, course and curriculum development, continuing education, public service, assistance in the administration of the academic program, and similar academic activities. These duties are inherent in the life and work of a faculty member and are taken into account in consideration for promotion, tenure and salary.

## 2. EVALUATION OF TEACHING LOADS

It is the responsibility of each academic institution's president to ensure that administrative practices exist for making maximum use of the academic institution's resources in the conduct of instructional duties. Each president, in conjunction with the academic institution's vice presidents, deans and department heads, should evaluate academic workloads to determine that each person employed for instructional purposes is carrying the minimum full-time equivalent load and that the academic duties within and among departments are assigned equitably.

## 3. MINIMUM TEACHING LOAD STANDARDS

Although each academic institution may establish standards for teaching loads to meet the instructional obligations of the academic institution and its students, to operate efficiently within the range of resources available to the academic institution, and to comply with the faculty workload guidelines and standard reports issued by the coordinating board, the following minimum teaching workload standards will apply:

- 3.1 A minimum teaching load for undergraduate courses will be nine semester credit hours of normal classroom teaching; a minimum teaching load for graduate courses will be six semester credit hours of normal classroom teaching. Participation in the teaching of undergraduate students by senior faculty is strongly encouraged.
- 3.2 Adjustments of these amounts of normal classroom teaching may be made to account for large class sizes; duplicate sections taught; laboratory, seminar, lecture, clinical, or field-type courses; availability of support services; situations where both graduate and undergraduate work are involved; courses which involve individualized instruction; and overload from the previous long semester.
- 3.3 Faculty teaching load may be reduced for a faculty member serving as departmental chair.

## 4. ACADEMIC INSTITUTIONAL WORKLOAD POLICY

- 4.1 Each academic institution's president will prepare, in consultation with the faculty, a faculty workload rule for that academic institution. The rule will establish the faculty workload standards, provide guidelines for adjustments of workloads reflecting different kinds of instruction, and provide a schedule for awarding equivalent teaching load credit for the assignment of other academic duties.
- 4.2 The initial faculty workload rule at an academic institution will be forwarded to the chancellor for endorsement and submitted to the system board for approval. Any revisions to a faculty workload rule will be forwarded to the vice chancellor for academic affairs for confirmation. A copy of each academic institution's approved rule will be included in the academic institution's annual operating budget.

## 5. REPORTS REQUIRED

- 5.1 In addition to the Faculty Report (CBM-008) required by the coordinating board, academic institutions must prepare a Faculty Workload Report for each long semester

indicating all appointments held by the faculty member in the employing academic institution, the salary paid to each appointment, the percent of time of each appointment, and the source of funds from which salary payments are made. Justification must be provided for each instance of noncompliance. The report will be submitted to the chancellor and available for review by members of the system board. The chancellor will provide summary reports of academic workload compliance to the system board.

- 5.2 A report will be presented to the system board showing courses with drop rates in excess of 30 percent.

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## **Related Statutes, Policies, or Requirements**

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[Tex. Educ. Code § 51.402](#)

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## **Member Rule Requirements**

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A rule is required to supplement this policy. See Sections 4.1 and 4.2.

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## **Contact Office**

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