

## 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 provides mandatory directives 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. FACULTY ACADEMIC WORKLOAD

- 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 faculty academic workload varies 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 commonly accepted duties which enhances the teaching/learning process and the quality of the academic institution's programs. Recognized duties include classroom teaching (in multiple forms inclusive of face-to-face, distance, online, hybrid, etc.), scholarly study, basic and applied research, professional development, student advising, course and curriculum development, continuing education, public service, assistance in the administration of the academic program, and similar academic activities as appropriate. These duties are inherent in the work of a faculty member and are considered in faculty promotion, tenure, and compensation.

## 2. EVALUATION OF FACULTY ACADEMIC WORKLOAD

It is the responsibility of each academic institution's president to ensure administrative practices exist for using 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 leads, should evaluate faculty 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 FACULTY ACADEMIC TEACHING WORKLOAD STANDARDS

Although each academic institution may establish standards for teaching workloads 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 general policies and standard reports issued by the coordinating board, the following minimum teaching workload standards apply:

- 3.1 A minimum teaching workload for undergraduate courses is nine semester credit hours of classroom teaching; a minimum teaching load for graduate courses is six semester credit hours of classroom teaching. Members may adopt higher minimum teaching workloads, but may not adopt lower minimum teaching workloads than these prescribed. Participation of senior faculty teaching undergraduate students is strongly encouraged.
- 3.2 Workload adjustments 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 workload may be reduced for duties related to an administrative position.

## 4. ACADEMIC INSTITUTIONAL WORKLOAD RULE

- 4.1 Each academic institution's president prepares, in consultation with the faculty, a faculty workload rule for that academic institution. The rule establishes the faculty workload standards, provides guidelines for adjustments of workloads reflecting different kinds of instruction, and provides a schedule for awarding equivalent teaching load credit for the assignment of other academic and administrative 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. Revisions to existing academic institutional workload rules must occur in consultation with The Texas A&M University System Office of Academic Affairs and will be maintained by the academic institution.

## 5. REPORTS REQUIRED

- 5.1 Academic institutions are required to complete and submit the Faculty Report (CBM008) to the coordinating board in compliance with the current coordinating board guidelines.
- 5.2 The System Office of Academic Affairs prepares a report that presents faculty members' appointments, salaries, percentage time of appointments, and the sources of funds from which salary payments were made. The report is submitted to the chancellor and made available for review by members of the system board.

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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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