



Angelo State University
Operating Policy and Procedure

OP 06.02: Academic Workload Policy

DATE: September 1, 2007

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish rules for calculating the statutory workload of faculty in order to comply with Sections 51.402 and 51.403 of the Texas Education Code. This OP is a mechanism for ensuring that each faculty member meets the statutory teaching load minimum.

REVIEW: This OP will be reviewed in April of odd-numbered years by the Associate Vice President for Academic and Student Affairs with recommended revisions presented to the Provost and Vice President for Academic and Student Affairs by May 31.

POLICY/PROCEDURE

1. Relation of Faculty Academic Workload Requirements to the University's Role and Scope

The following faculty academic workload rules and regulations at Angelo State University are designed to support the role and scope of the University. Angelo State University is a coeducational institution of higher education authorized to offer work leading to associate, baccalaureate, and master's degrees. The institution functions as a regional university serving a large, sparsely populated area of West Texas, although a significant portion of the institution's student body comes from numerous counties and metropolitan areas throughout the State. The University serves primarily as an instructional institution, and the normal academic workload assignment reflects this emphasis on classroom and related instruction.

2. Normal Academic Workload

The normal academic workload for faculty members at Angelo State University who are paid full time from the appropriations item "Faculty Salaries" shall be four lecture courses or the equivalent of twelve semester credit hours of instruction in organized undergraduate classes each long term semester with variations in the twelve hour academic workload to be made at the discretion of the President of the University, dependent upon other academic responsibilities assigned to faculty members. The minimum academic workload for faculty members at Angelo State University who are paid full time from "Faculty Salaries" shall be three lecture classes or the equivalent of nine semester credit hours of instruction in organized undergraduate classes each long semester. A faculty member may be granted the minimum academic workload assignment or less under special or exceptional circumstances with prior written approval of the President of the University.

3. Adjustments to Normal Academic Workload

Adjustments to the normal faculty academic workload may be made as follows:

- a. One semester credit hour of organized graduate instruction in a class of five or more students may be equated to one and one-half semester credit hours of organized undergraduate instruction. This adjustment requires the prior written approval of the Dean of the College and the Provost and Vice President for Academic and Student Affairs.
- b. Teaching credit for master's thesis direction by graduate student committee chairpersons shall be granted on an accumulative basis of one-tenth of the thesis research semester credit hours which master's students have successfully completed.
- c. One semester credit hour of teaching in a large class (above 100) which requires extensive grading and written work may be equated to one and one-half semester credit hours of organized undergraduate instruction. This adjustment requires the prior written approval of the Dean of the College and the Provost and Vice President for Academic and Student Affairs.
- d. Three contact hours in laboratory, clinical, studio art, and studio music courses shall be equal to two semester credit hours of instruction in organized undergraduate classes. Two contact hours in physical activity classes shall be equal to one semester credit hour of instruction in organized undergraduate classes.
- e. Practice or student teaching supervision, clinical supervision, and intern supervision shall aggregate to a minimum of 24-30 contact hours per week for a full-time load.
- f. The academic workload for other instructional activities defined within the faculty salary element of cost, such as independent study, self-paced instruction, and television instruction, shall be established in a manner consistent with the above adjustments to the normal academic workload on the basis of an individual review through normal University channels and approved in writing by the Provost and Vice President for Academic and Student Affairs at the time such instructional activities are scheduled.

4. Exceptions to the Normal Academic Workload

- a. Exceptions to the normal academic workload provisions above may be made as follows with written approval through normal administrative channels:
 - i. A reduced teaching load may be granted for a faculty member who has an administrative assignment such as head of a department, head of a comparable administrative unit, or coordinator of special programs or multi-section courses.
 - ii. A reduced teaching load may be granted temporarily if classes do not materialize and when additional classes cannot be assigned to the faculty member. This exception may not be granted for more than two consecutive long-term semesters for any

particular faculty member. A faculty member granted a reduced teaching load under this provision may be assigned a corresponding increase in teaching load during a subsequent long semester.

- iii. A reduced teaching load of one three-semester-hour course may be granted for directing a major musical or dramatic production.
- iv. A reduced teaching load may be granted where a faculty member has taught a load in excess of the normal requirements during the previous long-term semester. Such reduction in teaching load shall not exceed the previous overload taught by the faculty member.
- v. A reduced teaching load may be granted for substantial academic advising responsibilities or for significant temporary academic administrative responsibilities relating to the institution as a whole.
- b. None of the above adjustments or exceptions to the normal academic workload are applicable to the minimum teaching load. Nothing in these rules and regulations shall be construed to prohibit the administration from requiring faculty academic workloads which exceed the standards set forth herein.

5. Teaching Load Requirements for Administrative Officers With Part-Time Faculty Assignments

- a. Administrative officers who are paid partially from the line item appropriation "Faculty Salaries" may be assigned a prorated teaching load based upon the minimum load of nine semester credit hours of undergraduate instruction for a full-time teaching assignment. The salaries for such employees paid from "Faculty Salaries" shall be prorated on the basis of their teaching load.
- b. Salaries for administrative duties performed by administrative officers above the rank of Department Head will not be paid from "Faculty Salaries" appropriations.

6. Administrative Responsibility for Monitoring Compliance

- a. Administrative responsibility for monitoring compliance of these faculty academic workload rules and regulations is as follows:
 - i. The primary responsibility and accountability for scheduling the academic workload for faculty members, for assuring an equitable and effective distribution of teaching assignments, and for assuring individual compliance with institutional rules at Angelo State University rest with the Department Head. The faculty assignments will be reviewed and approved by the Dean of the College at the time faculty teaching assignments are made by the Department Head. The minimum teaching load may be scheduled by the Department Head only upon the recommendation of the Dean of the College and approval of the Provost and Vice President for Academic and Student Affairs and the President of the University.

- ii. The Dean of the College shall be responsible for determining that the proportion of time devoted to instructional activity is the same as the proportion of salary being received from faculty salaries. This determination shall be based upon the teaching load requirements authorized under the Faculty Academic Workload Rules and Regulations.
- iii. The Provost and Vice President for Academic and Student Affairs is responsible for reviewing the College and departmental teaching loads and related academic assignments and for monitoring compliance.
- iv. The Provost and Vice President for Academic and Student Affairs will prepare each semester a report to the President of the University regarding compliance with the institutional rules and regulations which will include copies of any forms the institution may develop for reporting individual faculty academic workloads.
- v. The President of the University will forward such reports as may be required to the Board of Regents, the Texas Tech University System, and the Texas Higher Education Coordinating Board. These reports will provide the means for demonstration of the University's accountability in faculty academic workload assignments.