

SRSU Policy:	Faculty Workload Policy SRSU
Policy ID:	FH 2.08
Policy Reviewed by:	Executive Vice President and Provost
Approval Authority:	President of the University
Approval Date:	June 12, 2021
Next Review Date:	June 12, 2023

Policy Overview

The evaluation of faculty for promotions, salary increases, reappointments, and tenure shall include but not be limited to the duties based on historic rubric of a 5:5 load with 4:4 of the load fulfilled with classroom teaching and 1:1 of the load fulfilled via other activities and duties, as below described. These duties are considered part of the standard workload of a member of the faculty.

The greater duties of a member of the faculty include but are not limited to:

- Teaching in the classroom, laboratory, or seminar.
- Studying, investigating, discovering, and creating.
- Performing curricular tasks auxiliary to teaching and research, e.g., serving on faculty committees, attending to administrative and disciplinary tasks, and promoting diligence and honest work in the student body.
- Advising and counseling students, including publicly posted, published, and well-maintained office hours.
- Beneficially influencing students and citizens in various extracurricular ways, including actively engaging in campus and community activities and organizations that improve the quality of the college experience on campus, increase recruitment or retention, and foster and promote stronger relationships among the staff, students, faculty, and the communities we serve.

A. Standard Teaching Loads

The standard teaching load at Sul Ross State University for faculty members who are paid full-time from the budget item "Faculty Salaries" shall be four lecture courses or the equivalent of twelve semester-credit hours of instruction in organized classes each long semester or an average of twelve semester-credit hours per long-term semester over the nine months of the academic year.

Workload assignments are primarily the responsibility of the Chairs of the academic departments. The Chairs must ensure the workloads of faculty within

their departments are equitable and reasonable. This must include the cumulative total of classroom and laboratory instruction, academic advising, committee membership, guidance of student organizations, research, and service to the public. Instructional loads should also take into account such things as difficulty of preparations, number of students taught, the nature of the subject, and the help available from graduate teaching assistants. The Chairs are accountable to the college Deans and the Deans to the Executive Vice President and Provost for ensuring compliance with the provisions of this policy.

Aspirational semester credit hour production should strive for equity between faculty members with the goal of a minimal average of undergraduate and graduate students enrolled in each course consistent with departmental or college needs as managed by the department Chair, Dean, and Executive Vice President and Provost. Equity should include an even array of courses across the core and advanced curriculum for the Alpine campus and across the advanced curriculum of the Uvalde, Del Rio, and Eagle Pass campuses such that students enjoy the opportunity of instruction by all faculty in departments and across campuses.

The Executive Vice President and Provost is responsible for reviewing departmental assignments, monitoring compliance, providing reports to the President, and submitting the Faculty Report to the Texas Higher Education Coordinating Board each semester.

The standard teaching loads for faculty members at Sul Ross State University are determined in accordance with the following criteria:

1. **Semester Credit Hours**: One semester credit hour in an organized class is equal to one semester credit workload hour.
 - a. Workload is calculated for courses, labs, and individual instruction based on the semester credit hour, laboratory or individual instruction contact hour calculations, and taking into account the enrollment numbers at census. Calculation codes are described as appropriate below (see section 2). Chairs and directors may adjust the workload calculation for a faculty member when the complexity of the subject matter, preparation and grading, and/or research variables warrant. Adjustments would be subject to approval by appropriate academic Dean and Executive Vice President and Provost.
 - b. The standard contact lab conversion calculation is two to three contact hours per one semester credit hour.

2. **Labs and Individual Instruction:** Except for specified laboratory contact hours, private lessons in music, thesis courses, individual instruction enrollments such as independent studies, student teaching, and supervised practica and internships, are “Individual Instruction” or “Independent Labs” are not included in standard faculty workloads. Student teaching and supervised practica and internships are part of the standard teaching load and are below addressed. Responsibility for individual instruction enrollments is assumed by the faculty in addition to standard workloads.
 - a. **Combined Classroom and Laboratory:** Many courses have a combined lecture and laboratory component such that they are listed as combined contact hours, for example 2-2, 3-2, 2-3, and 3-3 courses. Thus, a four-hour course with three hours lecture and one hour lab will be calculated as the credit hour value of the course with faculty instructing the three-hour lecture component and one section of the imbedded lab. To the extent additional lab hours are required, such will be added without creating an additional lecture course. Graduate assistants should teach the remaining sections as part of their FTE (full time equivalent) of two or three contact hours per lab. If graduate assistants are not available, each additional lab taught will be considered as one credit hour toward the faculty member’s workload.
 - b. **Laboratory and Activity Courses:** The semester credit workload hour equivalent in laboratory sections in agriculture, science, and foreign languages, and in activity classes in physical education is two to three contact hours per one semester credit hour, but under no circumstances shall the workload exceed the semester credit hours assigned to the class or laboratory.
 - c. **Student Teaching Supervision**
 1. **Alpine:** Supervision of student teaching is not part of the standard workload. It is compensated at individual rates/per student depending on whether such is performed by an adjunct or full-time faculty member. The Director of Teacher Education serves as the instructor of record with faculty in the field completing supervision.
 2. **Uvalde, Del Rio, Eagle Pass:** The semester-credit workload hour equivalent in supervised teaching is three semester credit hours for supervising four to six student teachers in a semester. (For Alpine, see section B.1.a)

- d. Supervised Practica and Internships
3. Alpine: Graduate practica and internship supervision is treated as a full class if enrollments reach five students; otherwise, the pay scale is calculated individually per student. These supervisions are not part of a regular workload. However, this supervision may fall to faculty as part of standard load when individual faculty require alternate workload due to low enrollments (see section F-3).
 4. (Uvalde, Del Rio, Eagle Pass): The semester-credit workload hour equivalent in supervised practica and internships is three semester credit hours for supervising students in a semester.
- e. Team Teaching: Instructors in a class which is team taught will proportionally share the semester workload hours allowed for that class according to the distribution of responsibilities.
- f. Individual Instruction: An individual instruction course is one in which guided learning is provided on a one-to-one basis by the instructor to the student, regularly or irregularly scheduled, in which the student, through individual lessons, specific projects, or research problems, gains new knowledge of special value. These courses include arranged reading and research, individual studies, private lessons, and self-paced instruction. Faculty are allowed only one such course per semester. These courses are uncompensated.
- g. Private/Individual Lessons: Half an hour contact private or individual lesson is considered .33 of a semester credit hour. One contact hour is considered .66 of a semester credit hour. For example, nine undergraduate student enrollments in private lessons in music is equal to a faculty workload of three semester credit hours.
- h. Ensemble Music Classes: Instructors who teach ensemble classes in music will be credited with two semester-credit workload hours for each ensemble taught, even when the ensemble is a one semester credit-hour course.
- i. Thesis Direction: Any graduate faculty member having three or more graduate students enrolled consecutively in any combination of thesis proposal or thesis defense

(three-hour) courses during the fall or spring semester and under his or her direct supervision will be entitled to three hours workload credit. No student shall be counted more than twice for this purpose – one enrollment each in proposal and defense.

- j. Stacked or Cross-Listed Courses: Combined courses taught at one time either as a stacked or cross-listed course are considered one course in the Workload Policy.

B. Adjustments and Exceptions to Standard Teaching Loads

1. Changes in the standard workload are recommended by the department Chair, approved by the college Dean, and reported to the Executive Vice President and Provost.
2. Administrative Appointment Reductions
 - a. Department Chair: The standard teaching load for a Department Chair shall be nine semester-credit workload hours each long semester. Workloads for Chairs in the summer terms will be based on course needs and funding in alignment with other faculty availability of summer teaching.
 - b. College Dean: Each college dean will teach no more than three semester credit hours each full term, including summer, for a total of three courses per academic cycle.
3. Large Class Adjustments: Additional workload adjustments may be made for classes that exceed the scale of equitable grading, research, and time spent in the classroom, depending on availability of graduate teaching assistants and various other pedagogical assistance. Adjustments can be made by petition from the department Chair to the academic Dean and approved by the Executive Vice President and Provost.

C. Scholarly and Artistic Endeavor

Each faculty member is expected to be active in scholarly activities or artistic endeavors.

1. Scholarly activities include but are not limited to involvement in basic and applied research, writing and publication, and presentations to professional and learned societies.
2. Artistic endeavors include but are not limited to involvement in musical and theatrical performances, art exhibits or shows, creative writing, composition of music, writing scripts, and participation in related projects.

3. Faculty potentially may be granted further teaching release for significant research, scholarly, or artistic production, as well as for special assignments. It is the purview of department Chairs to nominate faculty to the academic Dean and Executive Vice President and Provost for approval. Such teaching release shall be subject to annual review as evidenced by the faculty member's published work or contractual agreements.

D. Professional Growth and Activities

Professional growth and participation in professional activities is required of all members of the faculty. Professional growth and professional activities include but are not limited to attendance at professional meetings, holding office in professional organizations, service on professional committees, participation in workshops, seminars, courses, self-study, and other professional development opportunities.

Faculty members shall be required to attain a minimum of 12 hours of professional development annually which shall be reported as prescribed by the university.

E. Participation in Non-Teaching Activities

Participation in non-teaching activities includes such activities as University service, advising of students, and public service.

1. University service includes but is not limited to committee service, recruitment, curriculum development, orientation, registration, commencement, development of grant proposals, and special assignments.
2. Advising and counseling of students includes but is not limited to academic advising, preparation of degree plans, scheduling of classes, career counseling, and referral to appropriate University or community services. This category also includes advising and sponsoring student organizations.
3. Maintaining office hours is a requirement of the University. Faculty must maintain two and a half (2.5) office hours per course per week and clearly publish these in their syllabi, on their doors, and in the directory. At least sixty percent of office hours must occur on one of the four SRSU campuses, excepting those with remote faculty workload agreements.
4. Public service includes but is not limited to service to schools, government agencies, private enterprise, and the community for which the faculty member receives no remuneration.

F. Responsibility for Implementing and Reporting

1. Workload assignments are primarily the responsibility of the Chairs of the academic departments. The Chairs must ensure that the workloads of faculty members within their departments are equitable and reasonable. This must include the cumulative total of classroom and laboratory instruction, academic advising, committee membership, guidance of student organizations, research, and service to the public. Instructional loads should also take into account such things as difficulty of preparations, number of students taught, the nature of the subject, and available academic assistance from teaching assistants. The Chairs and members of the faculty must agree upon the workload and weights of various responsibilities and designate these on the Faculty Evaluation Form at the beginning of each academic year. The Chairs are accountable to their respective college Deans.
2. Reductions in the standard workload are recommended by the department Chair, approved by the college Dean, and reported to the Executive Vice President and Provost. Approval for continuance of reductions is contingent both on departmental and college needs, as well as on the faculty's ability to report evidence of fulfillment of expectations of release.
3. Workload reassignment may sometimes occur due to low enrollments in courses. While this should be rare, when it becomes necessary to reassign faculty, the department Chair should work with the college Dean to determine the most appropriate area in which the faculty member can remain student-centered and positively impact the University. These activities will not receive further stipends. The reassignment must equitably represent and replace the course load for which it is substituted. If a faculty member continues to experience low-enrollments, a review of the faculty's curricular offerings and program needs will be made by the department Chair for report to the college Dean.
4. Workload reassignment also may occur due to deficiencies within the non-teaching activities or remote work policies (see Remote Teaching Policy) which may necessitate a teaching load of 5:5 being assigned to tenure-track or tenured full-time faculty. The necessity for and enforcement of this policy will be individually reviewed by the college Dean and the Executive Vice President and Provost.
5. The Executive Vice President and Provost is responsible for reviewing the departmental assignments, monitoring compliance, providing reports to the President, and submitting the Faculty Report to the Texas Higher Education Coordinating Board each long semester in compliance with Coordinating Board Regulations.

6. The President will provide reports as may be required to the Board of Regents, Texas State University System, and other state agencies.

G. Policy on Independent Study and Arrangement Courses

1. This policy will apply to those classes which are not classified as traditional or standard classes in which students earn semester hour credit under designations which do not require regular attendance in classroom settings with other students of at least 42 clock hours during a semester or term. A faculty member shall not teach more than one independent study or non-traditional or non-standard course per semester. This policy does not apply to an internship, a practicum, individual instruction in music, student teaching, or thesis courses.
2. When the creation of such a course as defined in paragraph one of this section is desired, the proposing faculty member must prepare and submit a request form to the Chair of the department containing an outline of study which details the work to be completed by the student. This outline of study should include a description of resources to be used by the student, the activities in which the student will engage during the course, and the measures by which the student will be evaluated at the conclusion of the course. A faculty member proposing a regularly organized course as an arranged course must provide an outline of study explaining the manner in which classroom activities will be replaced in the arranged course.

The proposing faculty member and the student must sign the request form that will be forwarded to the department Chair prior to the twelfth class day (or fourth class day of a summer session). Approval of the Independent Study must be obtained from the student's advisor, who must identify the course as either a requirement toward degree or an elective. Students will only be allowed two such courses toward graduation credential. The Independent Study/Arrangement Courses request form is located in the Appendix.

3. The department Chair shall ensure that the proposed course will meet departmental standards and advance the mission of the department. Upon receipt, the department Chair shall forward the signed form to the Dean of the college.
4. The Dean of the college shall review the proposal and request form to ensure uniform compliance with the Policy on Independent Study and Arrangement Courses.