

PRAIRIE VIEW A&M UNIVERSITY

Administrative Procedures Manual

12.99.99.P0.01 Faculty Workload and Reporting Requirements

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1. Introduction

Faculty workload and class enrollment requirements must be maintained at levels sufficient to contain the normal costs of instruction within the Texas Higher Education Coordinating Board (THECB) formula funding guidelines. While some variability among individual cases will be necessary and unavoidable, the overall result must respond to control. These procedures are established to maintain that control and to monitor its effects. Responsibility for these administrative functions resides in the Office of Academic Affairs.

2. Faculty Workload Requirements

2.1 Full-time faculty members are expected to perform the full range of commonly accepted professional duties related to enhancement of the University's academic programs. Such professional duties include teaching, basic and applied research and other creative and scholarly activities, student advisement and counseling, course and curriculum development, professional development, and service to the University, local community, state and nation.

2.2 Approval for a full-time faculty member to accept outside employment or consulting must be requested by using a *Faculty Consulting and Outside Employment Application and Approval* form.

3. Workload Definitions

3.1 Teaching Load Credits

These are credits assigned for teaching resident-credit courses. Credits are reported for persons physically conducting the course. Credits are calculated by applying the values by type of instruction to the courses taught by the faculty member. A laboratory section taught by a Graduate Assistant - Teaching (GAT) should be assigned to the GAT, even though this individual is supervised by a faculty member.

3.2 Teaching Equivalent Credits

These are credits assigned for academic duties performed outside the classroom that enhance the teaching/learning process and are funded from faculty salaries. These credits may only be assigned to faculty members and GATs engaged in the defined activities.

3.3 Total Credit

This is the sum of the teaching load credits and the teaching equivalent credits.

4. Minimum Workload Requirement

4.1 The total full-time (100%) workload effort required of all University faculty members paid from faculty salary funds shall include 12 semester credit hours (SCH) of organized instructional activity or its equivalent in approved teaching load credits. For a full-time GAT appointment (50% assignment), the minimum workload standard is 3 teaching credits.

4.2 Tenured and tenure-track faculty members bear responsibility for the quality and continuity of the instructional program as well as the full range of duties auxiliary to and supportive of the instructional role. Persons employed on tenure track probation must observe the full-time faculty workload requirement and teach a minimum of six semester hours of undergraduate or graduate course work in order to earn credit toward tenure. Tenured faculty may maintain their tenured status by earning a minimum of six teaching load credits in each regular semester.

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4.3 Temporary and/or part-time faculty are accountable for high quality performance in a specific and limited instructional assignment and shall be paid for their services as a proportion of the total full-time (12 SCH) workload effort requirement.

5. Responsibility for Monitoring Workload

5.1 The department head is responsible for assigning and monitoring the workload of faculty within his/her department to insure individual compliance with the workload requirement. The department head will insure that other academic duties are assigned equitably within the department.

5.2 The department head will notify the college dean by memorandum of all faculty not in compliance and the reason the faculty are not in compliance with the workload requirement. The dean in turn must indicate to the Provost and Vice President for Academic Affairs the steps that are being taken to bring the faculty into compliance.

5.3 The department head must report all faculty workloads to the college dean, who must report these workloads to the Vice President for Academic Affairs.

6. Implementation of Workload

6.1 Undergraduate and Graduate Instruction

6.1.1 For purposes of workload accounting, one semester credit hour is ordinarily the equivalent of one lecture hour per week. In some cases, however, the contact hour equivalent may vary from one to three or more per semester credit hour, depending upon the nature of the required instructional activity.

6.1.2 Additional credit is given to faculty for graduate teaching versus undergraduate teaching based upon the following table:

Faculty	Teaching Level	Teaching Load Credits Per Semester Credit Hour
Full-time	Undergraduate	1.0
	Graduate	1.33
Part-time	Undergraduate	1.0
	Graduate	1.25

6.2 Adjustments to Minimum Teaching Load Requirements

The minimum teaching load requirements prescribed above refer to "normal" classroom teaching as referred to in State and System policy. Adjustments to the minimum teaching load requirements based on the other-than-normal teaching situations are described below.

6.2.1 Variable Teaching Load Credits

Variable teaching load credits are designed to adjust for uniquely prescribed teaching situations requiring greater or lesser intensity of commitments in instructional time and effort than are encountered in "normal" lecture-type classroom instruction. Adjustments are computed by the use of weighting factors in conjunction with the semester credit hour (SCH) value of the course, the course contact hours, and/or the number of students enrolled in course (ENR) to construct an approved weighting formula.

6.2.2 Minimum Enrollment Standards

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The current minimum enrollment standards are:

- a. Organized Undergraduate Classes - 15 students
- b. Organized Graduate Classes - 10 students

Exceptions to these minimum standards must be recommended by the Provost and Vice President for Academic Affairs and approved by the President.

7. Instructional Types and Weighting Formulas

Instructional types and approved weighting formulas are explained and listed below as they apply to the Minimum Teaching Load Requirement. The term "Course Credit Hours" refers to the semester credit hour value of each course, normally identified by the final digit in the course number.

7.1 Direct Instructional Activities (Appointment Code 01)

The following types of instructional activity are authorized by the University for assignment of state funds for faculty salaries.

Instructional Type	Code	Abbrev.	Teaching Load Credits Formula
Lecture	1	LEC	SCH
Laboratory	2	LAB	Contact Hours X 0.5
Practicum	3	PRA	(ENR X SCH)/12
Large Practicum 12+ Students	3	LPR	SCH
Seminar	4	SEM	SCH
Independent Study	5	IND	(ENR X SCH)/15
Private Lesson	6	PRL	Contact Hours X 0.5
Group TV Instruction ¹	1 or 2	TEI	SCH
Thesis (Chair)	8	THE	(ENR X SCH)/6
Doctoral Dissertation (Chair)	9	DIS	(ENR X SCH)/3
Lecture - Laboratory	1 or 2	LCL	Lec Hrs + (Lab Contact Hours X 0.5)

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Intensive Practicum (Nursing, Med. Tech.)	3	IPR	SCH X 2.0
Intensive Laboratory (HUPF)	2	ILB	SCH
Group Music Instruction	2	GMU	SCH X 0.5
Overload 50+ Students	-	OVL	SCH X 1.33 ²
Graduate Level Course	-	GRD	SCH X 1.33 ²

¹Multiple televised sections of the same courses shall earn workload credit only for the originating course section.

²Part-time faculty = 1.25

Note: Instructors of organized classes that are team-taught will proportionately share the workload credits allowed for those classes in accordance with their distribution of responsibilities.

7.2 Administrative Assignments (Appointment Code 02)

In accordance with State and System policies and regulations, Teaching Equivalent Credits (TECs) will be granted for the performance of certain specified "academic duties necessary to the conduct of the institution's teaching program," thereby reducing the actual teaching load, but maintaining the minimum teaching load credit requirement.

7.2.1 Upon recommendation by the applicable department head, dean and Provost and Vice President for Academic Affairs, the President may approve the assignment of TECs to faculty paid full-time from State funds for the following activities:

Activity	Abbrev.	Department Limits
Department Head	DPHD	Not>6
Program or Level Coordinator	PGCD	Not>3
Program or Curriculum Development	CUDV	Not>3
Department Funded Research Activity	DBAR	Not>3
Thesis or Dissertation Chair	THEC	Not>3

7.2.2 Program or Curriculum Development TECs

Program or Curriculum Development TECs are for development of new courses, programs, or curricula that will have a long-range benefit for the university. This type of TEC also applies to faculty members who are sent for training to acquire skills that will develop the background to start to develop new courses, programs or curricula. When training requires part of a day and the faculty member has the opportunity to teach classes, this TEC will provide the proper workload adjustment. Program or Curriculum Development TECs may be granted only if a memorandum of agreement between the faculty member and department head is submitted to the dean by the beginning of the applicable semester. A progress report on the activity must be submitted to the dean at the end of the semester.

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8. Reducing Teaching Load Requirements

8.1 The minimum teaching load requirement may be reduced by the purchase of release time with funds from sources other than resident instruction (e.g. research grants and contracts, appropriated funds for general administration and student services, etc.). In all such cases, the proportion of salary paid from other sources will be deducted from the minimum teaching load requirement and acknowledged in the faculty workload reporting process.

8.2 Appointment Codes for Elements of Cost to the State Other Than Faculty Salaries

Code	Activity	Description
11	Academic Support	Academic deans and directors; librarian
12	Research	Organized basic/applied research externally funded by grants, contracts, etc.
13	Institutional Support	Public Service, Student Services, Institutional Support, Operation & Maintenance of Plant, Auxiliary Enterprise Operations. Includes activities associated with admissions, records, financial aid, student affairs, executive direction and control, business and fiscal management, personnel, administrative computing, campus security, purchasing and intercollegiate athletics.

9. Faculty Workload Compliance Reporting

9.1 The Workload Compliance Report is generated from SIS+. This report includes all faculty budgeted from faculty salaries and each person teaching a course in a college or department. It includes, but is not limited to the following information:

1. Faculty Name, Title, and Appointment Identification
2. Social Security Number
3. Academic Rank
4. Percent of Effort Teaching and Other Duties
5. Salary by Source

CBM Code	Rank	Definition
1	Professor	Include only tenured and tenure track faculty.
2	Associate Professor	Include only tenured and tenure track faculty.
3	Assistant Professor	Include only tenured and tenure track faculty.
4	Instructor	Include only tenured and tenure track faculty who do not hold the rank of Professor, Associate Professor, and

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		Assistant Professor.
5	Other Faculty	Includes faculty without tenure and not on tenure track including but not limited to adjunct, special, visiting, emeritus, and lecturer.
6	Teaching Assistant	A graduate student who is teaching and/or assists a faculty member in teaching a class or lab. Exclude those serving as graders or who are included in one of the other ranks.

6. Tenure

CBM Code	Tenure Code	Description
0	NTT	Not tenure eligible at PVAMU.
1	T	Tenured at PVAMU.
2	TT	Tenure Track at PVAMU.
3	NTT	Non-tenured, terminal degree in discipline for course being taught: all instructors with a doctoral or other terminal degree in the discipline, including adjunct professors, visiting professors, lecturers, senior lecturers, and clinical professors.
4	NTT	Non-tenured, appropriate professional certification for course being taught: part-time faculty with a doctoral or other terminal degree and combined full-time employment comparable to that of other scholars in the field. This would include individuals who hold research or clinical appointments in other organizations, and faculty who teach for another institution, especially a faculty member who teaches a cooperative or partnership program.
5	NTT	Non-tenured, extensive and recognized accomplishments in field for course being taught: instructors with five or more years of continuous full-time appointments or experience in teaching positions and a master's degree in the field (i.e., career teachers holding positions such as lecturer, senior lecturer or instructional specialist). All others include part-time appointees with or without a doctoral degree but with otherwise demonstrable capability to teach the course for which they are assigned. Examples of this category are artists teaching art, CPA's teaching accounting, lawyers teaching business law, senior public officials teaching public affairs or appropriate government courses, practicing professional engineers teaching certain engineering courses, corporate CEO's teaching certain business courses, or nurses teaching clinical practices, and other licensed professionals.

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7. Length of Contract - e.g. 9-month, 12-month, single semester.
 8. Percent Effort - e.g. full- or part-time; if part-time, indicate percent.
 9. Semester Salary - semester salary broken down by source of funding.
 10. Source of Funding - account number for each funding source.
 11. Appointment Codes - see Section 7.
 12. Percent of Time - e.g. 3 hours = 25%, 12 hours = 100%.
 13. Teaching load credits - see Section 7.1.
 14. Teaching equivalent credits - see Section 7.2.
 15. Total teaching credits - total of 13 and 14.
 16. Contracted Workload - Identify the contracted workload for each faculty as on record in the budget for the current reporting semester.
 17. Compliance - If column 15 is less than column 16, the person is out of compliance.
 18. Faculty status - e.g. overload, sick leave, new faculty, retired, or terminated.
- 9.2 Departments are required to review the data provided in the report and complete the workload calculations. Faculty members whose classroom teaching credit is equal to or greater than the "credit required for compliance" have met the minimum teaching load requirement. Faculty members teaching less than the "credit required for compliance" have not met the minimum teaching load requirement and may be assigned Teaching Equivalent Credits (see Section 7.2 for more information), provided they are performing such activities.
- 9.3 The completed Workload Compliance Reports must be submitted to the Office of Institutional Research for review and entry of final changes into SIS+.
- 9.4 The final Workload Compliance Reports are recommended by the Provost and Vice President for Academic Affairs, approved by the President, and submitted to the Texas Higher Education Coordinating Board and The Texas A&M University System.

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