Faculty Workload Policy
Quick Reference

Faculty Workload Policy Reference:

- 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.
- 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.

Additional Credit

- 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

- 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.
  - [1]Multiple televised sections of the same course shall earn workload credit only for the originating course section.
    [2]Part-time faculty = 1.25.

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 13+ Students	3	LPR	SCH
Seminar	4	SEM	SCH
Independent Study	5		(ENR X SCH)/15
Private Lesson	6	PRL	Contact Hours X 0.5
Group TV Instruction1	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)
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 51+ Students	-	OVL	SCH X 1.332
Graduate Level Course	-	GRD	SCH X 1.332
Web/Distance/Electronic Classes (except TTVN)	-	DIS	Normally based on course type (lec, etc.) see above weights. If same faculty is teaching the same course as both on campus and off campus as the same section (web, Distance, Electronic), then workload credit is only applied for the on campus portion. If taught as separate sections or as off campus only, then workload credit may be given for each section if justified by Dean and approved by VPAA.

Administrative Assignments

- 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 Senior 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.	Dept. 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
Thesis or Dissertation Committee Member	THEC	Not > 1

Teaching Related

- 8.1 The Minimum teaching load requirement may be reduced by the purchase of release time with funds from sources other that 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. Note: Department research funded from state sources including OCR funds is reported as part of appointment code *02—teaching related.*
13	Institutional Support	Public Service, Student Services, Institutional Support, Operation & Maintenance of Plant, Auxiliary 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.

Faculty Workload Compliance Reporting

- 9.1 The Workload Compliance Report is generated from Banner. This report includes all persons with faculty rank (teaching or not) and all administrators, staff and GATs teaching courses. It includes, but is not limited to the following information:
  - Faculty Name, Title, and Appointment Identification Code
  - Social Security Number
  - Academic Rank and Tenure Status
  - Percent of Effort Teaching and Other Duties
  - Salary from all Sources (by account number)

CBM Code	Rank	THECB 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 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.

Tenure Information

CBM Code	Tenure Code	THECB Description
1	T	Tenured at PVAMU.
2	TT	Tenure Track at PVAMU.
0	NTT	Not tenure eligible at PVAMU.
Extended Tenure Codes for Non-tenure eligible faculty (impacts funding)		
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.

Additional Faculty Workload Policy Information

- Length of Contract - e.g. 9-month, 12-month, single semester.
- Percent Effort - e.g. full- or part-time; if part-time, indicate percent.
- Semester Salary - semester salary broken down by source of funding.
- Source of Funding - account number for each funding source.
- Appointment Codes - see Section 7.
- Percent of Time - e.g. 3 hours = 25%, 12 hours = 100%.
- Teaching load credits - see Section 7.1.
- Teaching equivalent credits - see Section 7.2.
- Total teaching credits - total of 13 and 14.
- Contracted Workload - Identify the contracted workload for each faculty as on record in the budget for the current reporting semester.
- Compliance - If column 15 is less than column 16, the person is out of compliance.
- Faculty status - e.g. overload, sick leave, new faculty, retired, or terminated.