

Prairie View A&M University. Faculty Workload Manual.

Approved August 23, 2017. Last Updated: 12/9/2019

Consistent with System Policy [12.03 Faculty Academic Workload and Reporting Requirements](#) and general policies developed by the Texas Higher Education Coordinating Board (THECB), this manual provides guidelines on Prairie View A&M University (PVAMU) faculty workload requirements, including the regulations and standards for the interpretation of institutional workload requirements and the range of acceptable assignments meeting the definition of faculty workload. Teaching load assignments are the first priority with other assignments being implemented only as institutional resources are available.

This manual should be read in conjunction with System Policy [12.03 Faculty Academic Workload and Reporting Requirements](#) and University Rule 12.03.99.P1 Faculty Academic Workload and Reporting Requirements.

1. GENERAL

Workload Requirements

PVAMU has established a minimum contact hour teaching load of 12 hours (Graduate and/or Undergraduate) for tenured or tenure-track faculty; and, 15 hours for non-tenure track faculty. Teaching loads above or below the established minimum must be explained in official reports submitted to the Office of Institutional Research & Effectiveness.

- PVAMU has established a maximum teaching workload of 18 contact hours per semester for all full-time faculty.
- PVAMU has established a maximum teaching workload of 6 contact hours per semester for all adjunct or part-time faculty.

Who Must Be Reported

A person must be reported on the Faculty Workload Compliance Report if the person (1) is assigned responsibility for teaching a course for resident credit; or, (2) if any part of their salary is paid from faculty salaries (see definition below).

Definitions

Faculty Salaries - salaries or wages of those engaged in teaching, research and service.

Individuals paid from faculty salaries receive faculty workload credit from two areas:

- Classroom Teaching Credit - generally assigned to resident-credit courses and is the primary workload function. To ensure accuracy in workload reporting, each course should be assigned to the person primarily responsible for course instruction. For team taught courses, the teaching credit may be proportioned to the faculty members teaching the course.
- Equivalent Teaching Credits - certain non-classroom academic duties performed by faculty that enhance the teaching/learning process may be funded from faculty salaries (on a limited basis). Equivalent teaching credits may be assigned for these duties. Once the faculty member is in compliance with minimum requirements, no further assignment or equivalent credits is required. Department Heads are responsible for assigning and monitoring the workload of faculty within their department to ensure compliance with the workload requirements (see Section 3).

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Total Credit - the sum of the teaching load credits and the teaching equivalent credits.

Enrollment (ENR) - number of students properly registered and/or attending classes

Semester Credit Hour (SCH) - a "credit hour" is the unit of measuring educational credit, usually based on the number of classroom hours per week throughout a term. Students are awarded credit for classes on the basis of the Carnegie unit. This defines a semester unit of credit as equal to a minimum of three hours of work per week for a semester.

2. CREDIT-GENERATING DIRECT INSTRUCTION WORKLOAD CREDITS

How Is Academic Credit Calculated?

Credit hours are normally equal to contact hours for lecture and seminar courses, i.e., 1 credit hour equals 1 contact hour. A contact hour is defined as 50 minutes. Therefore, a 3-credit-hour class meets for 150 minutes per week.

The type of instruction determines how each course is calculated as part of a faculty member's classroom teaching credit. The classroom teaching credit assigned for each type of instruction is shown below.

Table 1
Classroom Teaching Credit by Course Type of Instruction

Lecture and Seminar Instruction:

- Undergraduate Courses: Academic workload credit is equal to the credit hour value of the course. (3-credit-hour course = 3 workload credits.)
- Graduate Courses: Academic workload credit is equal to the credit hour value of the course (3-credit-hour course = 3 workload credits.)

Laboratory Instruction:

As with lecture courses, a laboratory contact hour equals 50 minutes. Faculty receive $\frac{1}{2}$ credit for every contact hour. (A lab course that meets 3 times per week would yield 1.5 contact hours).

Lecture/Lab Courses:

Academic workload credit is based on combined credit hours for the lecture and $\frac{1}{2}$ of the contact hours for the lab. (The lecture portion of a 2:3 lecture/lab course = 2 workload credits for the lecture and 1.5 contact hours for the lab, for a total workload value of 3.5 hours).

Intensive Laboratory (Nursing Clinical):

Academic workload credit is equal to the instructional contact hours per week multiplied by .75 not to exceed the semester value of the course. The Nursing Lab will equal semester value of the course, not to exceed the course SCH's.

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Intensive Laboratory:

Academic workload credit is equal to the instructional contact hours per week multiplied by .67. (3-contact-hour lab section = 2 workload credits; 6-contact-hour music lab = 4 workload credits; graduate or undergraduate).

Independent Study:

The total semester credit hours (number of students multiplied by semester credit-hour value of the course) are summed for all such courses for each faculty member, up to a maximum of 3 teaching credits per faculty. (A 3-credit-hour course with 3 enrollees = 3 workload credits. $3 \times 3 / 3 = 3$ workload credits).

Student Teacher Supervision:

Academic workload credit for supervising student teachers in a 6-credit-hour course is 0.5 workload credit per student enrolled. Academic workload credit for supervising student teachers in a 3-credit-hour course is 0.25 workload credit per student enrolled. (6 students enrolled in a 6- hour student teaching course = 3 academic workload credits).

Practicum and Internship Courses:

If the course enrollment meets the minimum requirement, academic workload credit equals the credit hour value of the course (not to exceed 3 SCH's).

Private Music Lessons:

Academic workload credit is 0.67 load credits for each contact hour per student enrolled. (3 students taught for one contact hour each = 2 workload credits).

Table 2
Undergraduate and Graduate
Instruction

Credit is given to faculty for undergraduate and/or graduate teaching based on the following table:

Faculty	Teaching Level	Teaching Load Credits Per Semester Credit Hour
Regular Tenure/Tenure Track	Undergraduate Graduate	1.00
Non-Tenured	Undergraduate Graduate	1.00

Note: No additional credit for graduate level courses

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Table 3
Teaching Load Credits per Contact
Hour

Teaching Load Credits (TLC's) awarded per contact hour for various types of courses.

Type of Course	Abbreviation	TLC Credits Formula	Example
Lecture: Undergraduate/Graduate course (Master's & Doctorate)	LEC	1 (SCH)	An undergraduate or graduate course listed as 3 hours lecture and 0 hours laboratory yields 3 workload credits. (e.g., 3-0 = 3 workload credits).
Seminar	SEM	SCH	1 credit hour section = 1 workload credit.
Laboratory or recitation	LAB	Contact Hours X 0.5	A lab course that meets 3 times per week would yield 1.5 contact hours.
Lecture/Lab	LCL	Lec Hrs + Lab Hours X 0.5	The lecture portion of a 2:3 lecture/lab course would yield 2 workload credits for the lecture and 1.5 contact hours for the lab, for a total workload value of 3.5 hours. *For Lab/Lecture classes, workload credit, applied to the Lab.
Independent Study	IDS	ENR X SCH's / 15	Total semester credit hours times number of enrolled, divided by 15. Example: 3 SCHs * 3 Enrl /15 would yield .6 workload hours.
Intensive Practicum/Lab:	ILB	Contact Hours Per Week X 0.67	3-contact-hour lab section = 2 workload credits. A 6-contact-hour Practicum/Lab = 4 workload credits. (Graduate or Undergraduate).

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Intensive Practicum/Lab: (Nursing Clinical Only)	ILB	Lecture Hours X .75 Lab not to exceed the course SCH's	Lecture Hours X .75 = workload units. Not to exceed the semester value hour of the course. The Nursing Lab will equal the semester value of the course, not to exceed the course SCH's										
Practicum (Includes Nursing)	PRA	SCH X Enrolled /12	Not to exceed 3 SCH's.										
Private Lessons	PRL	Contact Hours X 0.67	A flat 0.67 credits for each contact hour per student enrolled. (For example, 3 students taught for one contact hour each would yield 2 teaching credits). Not to exceed 2 teaching credits.										
Music Group Instruction	GMU	Contact hours X 0.5	Instruction that meets 3 times per week would yield 1.5 contact hours.										
Thesis (Chair)	THE	(ENR X SCH)/6	Not to exceed semester credit hours										
Doctoral Dissertation (Chair)	DIS	<table><tr><td><u>CREDIT</u></td><td><u>ENROLLED</u></td></tr><tr><td>1</td><td>1-2</td></tr><tr><td>2</td><td>3-4</td></tr><tr><td>3</td><td>5-6</td></tr><tr><td>4</td><td>7></td></tr></table>	<u>CREDIT</u>	<u>ENROLLED</u>	1	1-2	2	3-4	3	5-6	4	7>	Based on Number of students enrolled
<u>CREDIT</u>	<u>ENROLLED</u>												
1	1-2												
2	3-4												
3	5-6												
4	7>												
Student Teaching	STT	(ENR X 0.5) 6-credit- hour course. (ENR X 0.25) 3-credit- hour course.	6 students enrolled in a 6-hour student teaching course = 3 academic workload credits.										
Large Practicum 13+Students	LPR	SCH	Not to exceed 4 SCH's. *ARCH not to exceed 6 SCH's										
Overload 51+Students	OVL	SCH X 1.33	3-credit-hour course section = 4 workload credits.										

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Equivalent Teaching Credits

The Texas Higher Education Coordinating Board (THECB) guidelines require that equivalent teaching credits be grouped in accordance with Faculty Appointment Codes. See Section 8 for more information on faculty appointment codes.

Table 4 (a-h)
Appointment Code 02
(unless otherwise noted)

(> greater
than) (< less
than)
(≥ greater than or equal to)

Table 4(a) Graduate Supervision.

Graduate Supervision	No. of Students	Equivalent Teaching Credit
Chair, Master's thesis committee or equivalent (THMC)	4-8	2
	≥9	3
Chair, Ph.D. dissertation committee or equivalent (THDC)	1-2	1
	3-4	2
	5-6	3
	7>	4

Table 4(b) Teaching Program Development.

Teaching Program Development	Equivalent Teaching Credit
New Course preparation (including online and hybrid); (02-CRDV)	Not > 3 for any item and not > 3 as the sum of all items in this category.
Curriculum revision or development; (02-CUDV)	
Development of teaching methods & classroom or lab material; (02-TEDV)	

Table 4(c) Instructional Development

Instructional Development	Equivalent Teaching Credit
New faculty instructional development; (02-NFDV)	Not > 3 credits each semester for new tenure track faculty during their first 3 years at PVAMU.

Table 4(d) Graduate Assistant Teaching Equivalent Credits (GAT's)

GAT's	Equivalent Teaching Credit
Academic Advising; (02-AAGA)	3 hours of credit for 60 students (proportionate with students).
Informal direct instructional services; (02-IIGA)	3 hours of credit for 10 hours per week (proportionate with assignments).

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Table 4(e) Research. (Appointment Code 02; 12)

Research	Equivalent Teaching Credit
Faculty engaged in actively funded research, including scholarship and creative work; (02-INRS– Internal; 12-EXRS – External)	Not > 3.

Table 4(f) Class Related Student Contact

Class Related Student Contact	No. of Students	Equivalent Teaching Credit
Dept. Graduate Student Coordinator; (02-GSCO)	10-35	1
	36-49	2
	≥ 50	3
Dept. Undergraduate Student Coordinator; (02-USCO)	15-50	1
	51-74	2
	≥ 75	3
Inter-department Academic Coordinator; (02-IDCO)	15-50	1
	51-74	2
	≥ 75	3

Table 4(g) Committee Assignments. (Appointment Code 11)

Committee Assignment	Equivalent Teaching Credit
Chair (i.e., Faculty Senate, Strategic Plan, SACS); (11-CHCO)	Not > 3.

Table 4(h) Other Assignments Directly Related to the Teaching Function

Other Assignments	Equivalent Teaching Credit
Assignment as deemed appropriate by the department head; (02-OTAS)	Not > 3.

Table 5
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.

Coordination & Teaching Program Administration

Coordination & Teaching Program Administration	No. of Faculty FTE	Equivalent Teaching Credit
Departmental Administration	*Amount of credit depends on the number of faculty FTE in the dept.	
	< 30 FTE; (02-D<30) ≥ 30 FTE; (02-D>30)	6 hours total for dept. 9 hours total for dept.
No. of Sections		
Multi-section & Course Coordination (i.e. survey courses, seminar courses, etc.); (02- M<20)	Number of multi-course/sections: ≤ 20	1.5 hours
Multi-section Course Coordination (i.e. survey courses, seminar courses, etc.); (02- M>20)	Number of multi-course/sections: ≥ 20	3 hours
Associate Department Head (02 - ADDH)	N/A	3 hours
Program Coordination (02-PGCD)		3 hours

3. ADMINISTRATIVE ASSIGNMENTS

Faculty members assigned to administrative positions below the level of dean may receive academic workload credit for performing those duties. The amount of workload credit for administrative duties that a faculty member receives is dependent upon the complexity of the department or program, the assigned duties of the position, and the number of faculty members or students supervised. Eligibility for workload credit is determined by the appropriate administrator and approved by the Provost.

- Positions below the level of dean in which a faculty member is given an administrative, supervisory or coordinative assignment directly related to the instructional programs and purposes of the university include assistant dean, department chair, academic program coordinator, etc.

4. NON-ADMINISTRATIVE ACADEMIC ASSIGNMENTS

Academic workload credit may be given for non-administrative academic assignments, including instruction-related activities, scholarship, service, and other academically related assignments.

During the academic year, a faculty member, with the approval of the department chair and college dean may request possible academic workload credits for non-administrative assignments including: (1) instruction-related assignments, (2) scholarship, (3) service, and (4)

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special circumstances. Below is an explanation of the types of activities included in each of these categories. (02-NADM)

Instruction-related Assignments

Adjustments to workload credits may be allowed for various instruction-related assignments, including teaching assignments that include additional responsibilities. This category includes, but is not restricted to:

- Large Lecture Classes: Large lecture and/or survey classes (enrollment over 50 students), especially those that involve supervision and coordination of teaching assistants, graders, or multiple laboratories or discussion sections may receive additional workload credit to compensate for the additional workload involved in teaching these courses (up to 4 workload credits).
- Curriculum and Course Development (02-CUDV): Faculty involved in developing new degree programs, conducting major curriculum revisions of new or existing courses, or developing department-wide online courses, may receive additional workload credits depending on the complexity and amount of work involved (up to 3 workload credits).
- Team Teaching: Instructors who team-teach classes receive academic workload credit in proportion to their instructional responsibility for the course. (For example, two instructors each having 50% responsibility for teaching a 3-credit-hour lecture course would each receive 1.5 academic workload credits.) Assignment of workload credit will be determined prior to the course being taught with approval of the department chair and college dean (02-TTCH).
- Field-based Course Work: Faculty members who teach field-based courses may receive additional workload credits depending on the complexity and amount of work involved (up to 3 workload credits). (02-FBCW)

Scholarship Workload Credits

While research, scholarship and/or creative activity is required for all faculty in tenure or tenure-track positions, a limited number of academic workload credits may be assigned for exceptional research, scholarship, or creative activities. Faculty granted academic workload credit for these activities must demonstrate progress in their efforts at the end of each semester of the workload credit.

- Preparation of Research Grant and Contract Proposals: Faculty engaged in actively funded research may receive additional workload credits to prepare a major research grant or contract proposal (up to 3 hours of workload credit). A major research grant is defined as one that requires significant and time-consuming development work, whereby the faculty member devotes a minimum of 55% effort/time to the grant. The grant budget is relative to the size of the sponsored project; (12-SPRE).
- Externally Funded Grants (12-EXRS): A faculty member may receive additional workload credits when funding is provided by external research grants or contracts (up to 6 workload credits per term).
- Endowed Faculty/Chairs or Regent's Professors (02-ENCR): Endowed faculty/chairs or Regents professors will usually receive a workload of 6 credit hours per semester (a

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teaching load of 2 courses per semester) as long as their scholarly output is maintained at a level expected for Endowed Faculty/Chairs or Regent's Professors. Refer to their employment contract for specifics.

- **New Tenure-Track Faculty:** During their first year of employment, faculty new to PVAMU may receive additional workload credits for the purpose of establishing their research agendas and developing courses (02-NFDV, up to 3 hours of workload credit per semester).

Service Workload Credits

A faculty member may receive academic workload credit for extraordinary service at the university, in the academic discipline, and to the public.

Professional Service Activities: The amount of workload credit granted by the dean for service depends on the complexity and workload of the service activity. Faculty members may receive up to three (3) academic workload credits for service activities such as: writing a major training or professional development grant, chairing a major university or college/departmental committee, chairing an accreditation self-study task force, editing a major academic journal, serving in a leadership role in a national or regional professional organization, or carrying an unusually heavy service assignment (e.g., faculty senate chair, strategic planning committee chair, etc.). (13-SERV)

Workload Credit for Special Circumstances

The President may grant academic workload credit for special presidential assignments.

5. SPECIAL CONDITIONS REGARDING FACULTY WORKLOAD COMPLIANCE

Occasionally, there may be instances where faculty members are non-compliant with the minimum faculty workload requirements due to special conditions. In those instances, the department head must provide a written explanation to the college dean for each faculty member not in compliance. Departmental compliance reports are submitted to the Provost and Senior Vice President for Academic Affairs (Provost) for review and approval and then routed to the OIRE and the Office of Human Resources. For regular faculty who are not in compliance, the department head must initiate an appropriate Employee Payroll Action Form to adjust the individual's teaching salary percentage. (11-PRES)

6. RESPONSIBILITY FOR MONITORING WORKLOAD ASSIGNMENTS

In compliance with University Rule 12.03.99.P1, college deans have the overall responsibility for monitoring the workload of individual faculty in their college as reported by the department head(s).

Department heads are responsible for assigning and monitoring the workload of faculty within their department to ensure compliance with the workload requirements and assigning other academic duties equitably within the department.

The department head will notify the college dean by memorandum of all faculty members who are not in compliance with the workload requirements including an explanation for each instance of non-compliance. Faculty who are not in compliance are in violation of System Policy [12.03](#) and University Rule 12.03.99.P1.

The department head must report all faculty workloads to the OIRE, college dean and the Provost.

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The OIRE will consolidate the reports from the colleges to generate the final Faculty Workload Compliance Report and shall prepare a list of faculty not in compliance with the minimum workload requirement. This report shall be sent to the Provost for review and approval.

7. TEACHING ASSIGNMENT OVERLOADS

Occasionally, the need arises for the department head to assign teaching duties above those which are normally assigned. The department head must determine when the additional load becomes an overload, warranting extra pay, as opposed to an additional teaching assignment. Factors to be considered in determining what constitutes an overload include:

- Number of course preparations;
- Total number of students;
- Nature of the course;
- Contact hours involved; and,
- Other responsibilities of the faculty member.

8. FACULTY APPOINTMENT CODES

Faculty appointment codes to be used when reporting faculty workload information to the Office of Institutional Research and Effectiveness are listed below.

Appointments related to the Instruction Function:

- 01 Direct instructional activities, which include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. The various types of instruction include: lecture, laboratory, practicum, seminar, private lesson, independent study and research.
- 02 Administrative assignments, which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc.

Appointments related to Functions other than Instruction (For elements of cost to the State other than faculty salaries):

- Appointment 11 Academic Support: Assignments include activities in the offices of academic and graduate deans, directors of major teaching department groupings like colleges, schools or divisions, and librarians; (11-ACSP). Not included are the offices of the heads of teaching departments, which are included in Appointment 02.
- Appointment 12 Research: Faculty assignments for activities specifically organized to produce research outcomes (12-EXRS).

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- Appointment 13 Public Service, Student Services, Institutional Support, Operation and Maintenance of Plant, Auxiliary Enterprise Operations: Activities associated with admissions and registration, financial aid, student affairs, executive direction and control, business and fiscal management, personnel, administrative data processing, campus security, purchasing, physical plant administration, and auxiliary enterprise operations (13-

9. REQUESTS FOR REVIEW OF ACADEMIC WORKLOAD ASSIGNMENTS

Any faculty member may request a review of their workload assignment by the college dean and/or Provost

10. REQUIRED REPORTS

The Office of Institutional Research & Effectiveness shall collect, analyze, compile and consolidate data necessary to generate the Faculty Report (CBM-008) as required by the THECB. The standard reporting format and deadlines as provided by THECB will be followed.

The OIRE shall also prepare a Faculty Workload Report for each long semester indicating all appointments held by faculty members at the university, the salary paid to each appointment, the percent of time of each appointment, and the source of funds from which salary payments are made.

Justification shall be provided for each instance of noncompliance. The report shall be submitted to the chancellor and be available for review by members of the Board of Regents.

A report shall be presented to the Board of Regents showing courses with drop rates in excess of 30 percent.

11. RELATED STATUTES, POLICIES, REGULATIONS AND RULES

[Texas Education Code § 51.402](#)

[System Policy 12.03 Faculty Academic Workload and Reporting Requirements](#)

[University Rule 12.03.99.P1 Faculty Academic Workload and Reporting Requirements](#)

12. CONTACT OFFICE

Office for Academic Affairs 936-261-2175