

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY RULE**



12.03.99.P1 Faculty Academic Workload and Reporting Requirements

Approved August 23, 2017

Reviewed March 13, 2019

Reviewed January 7, 2020

Next Scheduled Review: January 2025

Rule Statement

This Rule establishes the faculty academic workload standards and procedures as well as the conditions under which the academic workload of faculty may be adjusted.

Reason for Rule

This Rule provides a framework for the implementation of System Policy [12.03 Faculty Academic Workload and Reporting Requirements](#), including establishing standards for the interpretation of institutional academic workload requirements for faculty.

Official Procedures and Responsibilities

1. GENERAL

- 1.1 To support the mission of Prairie View A&M University (PVAMU), members of the faculty perform classroom duties and carry out a variety of essential functions. As part of their regular faculty responsibilities, faculty members are expected to satisfactorily perform the following functions: academic advising; supervision of undergraduate and graduate students; direction of individual studies, theses and dissertations; leadership in curriculum development; participation in school and university governance; scholarship; and participation in professional activities, community activities, and special projects of the university.
- 1.2 Acknowledging the diverse responsibilities of its faculty, the university supports an equitable and reasonable workload assignment system. The university follows the guidelines described below in conjunction with the [PVAMU Faculty Workload Manual](#), which specifies the amount of workload credit that may be granted for various faculty assignments.
- 1.3 The academic workload standard for full-time tenured and tenure-track faculty members is 12 workload credits per semester. (Part-time faculty workload credits are proportional to the full-time equivalent appointment.) These workload credits are assigned for direct instruction and for a variety of instructionally related, administrative, scholarly, and service activities. The instructional component is consistent with System Policy [12.03](#).

- 1.4 Assignments of non-instructional workload credit are made by the dean of each college based on recommendations made by the appropriate department chair. Non-instructional workload assignments greater than six workload credits require the approval of the Provost and Senior Vice President for Academic Affairs (Provost).

2. CREDIT-GENERATING DIRECT INSTRUCTION

- 2.1 Direct teaching activities include but are not limited to the following:
 - 2.1.1 Instruction of lecture and seminar courses;
 - 2.1.2 Laboratory and clinical instruction, music ensemble, and studio art;
 - 2.1.3 Supervision of student teachers and interns;
 - 2.1.4 Private music lessons;
 - 2.1.5 Chairing master's thesis committees;
 - 2.1.6 Chairing doctoral dissertation committees;
 - 2.1.7 Teaching a practicum as a group course; and,
 - 2.1.8 Special circumstances (i.e., team teaching).

3. ADMINISTRATIVE ASSIGNMENTS

- 3.1 Faculty members assigned to administrative positions below the level of dean (e.g., department chair, academic program coordinator, etc.) may receive academic workload credit for performing those duties. The amount of workload credit that a faculty member receives for administrative duties 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. For additional information, see the PVAMU Faculty Workload Manual.

4. NON-ADMINISTRATIVE ACADEMIC ASSIGNMENTS

- 4.1 Academic workload credit may also be given for non-administrative academic assignments, including instruction-related activities, scholarship, service, and other academically related assignments.
- 4.2 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 reasons including: (1) instruction-related activities, (2) scholarship, (3) service, and (4) special circumstances. Below is an explanation of the types of activities included in each of these categories. For additional information, see the PVAMU Faculty Workload Manual.
 - 4.2.1 Instruction-related Assignments

4.2.1.1 Adjustments to workload credits may be allowed for various instruction-related assignments, including teaching assignments that include additional responsibilities. This category includes:

4.2.1.1.1 Teaching large classes, especially those that involve supervision and coordination of teaching assistants, graders, or of multiple laboratory or discussion sections. This will be further defined at the college level;

4.2.1.1.2 Developing new degree programs or conducting major curriculum revisions; and,

4.2.1.1.3 Teaching field-based courses.

4.2.2 Scholarship

4.2.2.1 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.

4.2.3 Service

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

4.2.4 Special Circumstances

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

5. MONITORING WORKLOAD ASSIGNMENTS

5.1 College/Department Responsibilities and Procedures

5.1.1 Faculty workload will be assigned by the department chair with oversight by the dean.

5.1.2 Within the framework of university workload rules, each college will develop procedures for assigning academic workload credit.

5.1.3 The ultimate responsibility for ensuring compliance with workload rules and equity across the college/department lies with the dean.

5.2 University Responsibilities

5.2.1 The Provost, as the designated officer, has final responsibility for the approval of academic workload and compliance with System Policies and Regulations and University Rules and Administrative Procedures.

- 5.2.2 The ultimate responsibility for ensuring workload equity across the university lies with the Provost.
- 5.2.3 Each semester, the university is required to submit a report to The Texas A&M University System and the Texas Higher Education Coordinating Board regarding workload compliance.

6. REQUESTS FOR REVIEW OF ACADEMIC WORKLOAD ASSIGNMENTS

- 6.1 PVAMU recognizes the right of faculty members to request a review of their workload assignments.

Related Statutes, Policies, Regulations and Rules

[Texas Education Code § 51.402](#)

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

Appendix

[PVAMU Faculty Workload Manual](#)

Contact Office

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