

Faculty Workload Procedures

The UTRGV policy on workload, ADM 6-501, section 3 requires that the chair will develop annual workloads in consultation with individual faculty members that consider the unit's expectations per unit policies. In addition to the requirements as listed in that policy, this document will provide additional guidelines for the creation of the workload effort plan.

1. Seat capacity for each unit shall be determined by January 15th of each year or the next business day based on the enrollment reports data and weighted semester hours. This estimate should take into account enrollment growth, student needs, program development and innovation, and faculty availability and preferences while considering quality, rigor, and meeting pedagogical best practices.
2. All full-time tenured, tenure-track, and non-tenure track faculty will propose a workload effort plan per Workload Policy section 3e (see attached Workload Effort plan) prior to meeting with the chair or equivalent administrator on a yearly basis that will include the percent effort to be spent on teaching, sponsored & non-sponsored research, service (university, professional, clinical, community, and public), and administrative assignments.
3. Deans will send correspondence no later than January 15th to remind all chairs to meet with each full-time faculty member (tenured, tenure track, and non-tenure track) to discuss and develop his/her workload distribution for the upcoming academic year in the areas of teaching, sponsored and non-sponsored research, service, and administrative assignments. On the basis of this discussion, the chair and the faculty member shall agree on the faculty member's workload effort plan, which shall include :
 - a. The number of course sections the faculty member will be expected to teach in the coming academic year, including the minimum and maximum number of students enrolled in each section. If total student enrollments in a faculty member's section exceed the maximum number of expected enrollments corresponding to the agreed upon teaching load, the additional enrollment shall be considered a teaching overload and the faculty member will be compensated for an enrollment overload based on the University/unit Workload Equivalency Table. (see link)
 - b. The faculty member's expected research activities as defined and evaluated by the units' workload documents. All time allotted to research, regardless of magnitude and research effort type must be documented and expected outcomes detailed in the Faculty Workload Effort Plan.
 - c. Expected major service activities for the coming academic year.
4. The unit will provide a summary of the Faculty Workload Effort Plans (FWEP) (see form) to the Dean for review and approval. The Dean's Office will compile a college-wide faculty workload summary spreadsheet and submit it to the Office of the Provost for review and approval no later than April 30th. After approval by the Provost, a copy will be forwarded to the Senior Vice President for Research. If an individual's workload significantly changes (e.g., grant awarded with research buy-out), adjustments will be made to the faculty member's Workload Effort Plan.

5. The Office of the Provost will coordinate with the colleges and Finance and Administration to ensure the budget is allocated accordingly and expenditures are reported accurately to match the workload effort plans provided by the colleges.
6. Faculty efforts as formalized in the approved work plans will be incorporated into the annual faculty review process.
7. The outcomes of the annual faculty review will be utilized in the development of the workload effort plan for the subsequent academic year.

FACULTY WORKLOAD EFFORT PLAN

Name: _____

Date: _____

Effort Type	Percent Time
Teaching	%
Externally Funded Grants (Buyout)	%
Externally Funded Grants (Cost-Share)	%
Institutionally Sponsored Research *	%
Clinical Service	%
Service (Departmental, College, or University Committees, Professional and Community Service etc.)	%
Administrative Assignments (Associate Dean, Chair/Director, Program Coordinator etc.)	%
Total	100 %

* Provide a brief narrative/work plan of the specific institutionally sponsored research topics/scope of work you will be conducting for the stipulated period of appointment, including expected deliverables, if applicable.

Chair Signature

Date

Faculty Signature

Date

Please submit the completed form and associated documents to your Dean's Office.