

UTRGV College of Sciences Workload Guidelines

This document provides information on faculty workload requirements and equivalencies for substitutions with a view to appreciate different faculty strengths and interests and UTRGV's commitment to become an emerging research institution. This document is based on the University of Texas System Rules and Regulations (UTS RR) of the Board of Regents and UTRGV policies. *The language used in the document is adopted wherever applicable from the UT System BOR workload document at <http://www.utsystem.edu/board-of-regents/rules/31006-academic-workload-requirements> and the UTRGV Handbook of Operating Procedures (HOP) ADM 06-501: Faculty Workload found at: <http://www.utrgv.edu/hop/policies/adm-06-501.pdf>.*

According to UT Systems' Required Minimum Workload, each full-time tenured and tenure-track faculty paid from the appropriations item "Faculty Salaries" shall be assigned a minimum workload equivalent to 18 semester credit hours of instruction in organized undergraduate classes each nine-month academic year. For clinical faculty and lecturers, the minimum teaching workload is 24 semester credit hours of instruction. When a faculty member is paid partially from a source of funds other than the "Faculty Salaries" line item, the minimum workload shall be proportioned to the percentage of salary paid from the appropriations item "Faculty Salaries."

According to UTRGV policies ***all*** tenured and tenure-track faculty are expected to contribute to, and will be evaluated on, three areas: teaching, research/scholarship, and service. For the College of Sciences (COS) tenured and tenure-track faculty a teaching workload of 18 semester credit hours per nine-month academic year will reflect 60% teaching, 30% research/scholarship, and 10% Service. However, deviations from this basic appointment split may be requested according to the guidelines provided in this document. These deviations may reflect an emphasis either on teaching, research/scholarship or service. All faculty evaluations will be based on their assigned workload.

An increase in teaching workload may be requested with a corresponding reduction in research/scholarship expectation for tenured full professors, and tenured associate professors who have exceeded at least 6 years of service since their last promotion. Such an optional appointment will be adjusted to a maximum of 80% teaching, 10% research and 10% service in which faculty would teach 24 semester credit hours of coursework each nine-month academic year and engage in reduced research/scholarship activities.

A reduction in teaching workload may also be requested in accordance with the equivalences and guidelines provided in this document and the UTRGV HOP. Such a teaching workload reduction may result in an appointment with emphasis on either research

or service/administration. Teaching workload reduction is available through external grant buyouts and to meet mandatory matching requirements by external funding agencies. Faculty are encouraged to request funding for teaching buyouts in their proposals for funded research, where allowed. The following equivalencies are available to meet the minimum workload requirements:

1. *Graduate Instruction.* One semester credit hour of graduate instruction will be considered the equivalent of one and one-half semester credit hours of undergraduate instruction (i.e., a three semester credit hour graduate class is equivalent to four and one half semester credit hour workload credit) [UTS RR 31006:6.1 and UTRGV ADM 06-501:D.3.a].
2. *Laboratory classes.* A three contact hour lab for which a faculty member is the instructor of record receives two semester credit hours of workload credit [UTS RR 31006:6.2 and UTRGV ADM 06-501: D.3.b].
3. *Independent Study and Research Projects.* Supervision of independent study courses and individual research projects, shall provide equivalency at the rate of one-tenth semester credit hour (i.e., 0.1), for *each* student semester hour of undergraduate instruction and one-fifth semester hour (i.e., 0.2), for *each* student semester hour of graduate instruction per long-term semester [UTS TT 31006:6.4 and UTRGV ADM 06-501: D.3.d]
4. *MS Thesis or PhD Dissertation Supervision.* MS thesis or PhD dissertation supervision shall provide equivalent credit hours only to the chairperson of the thesis or dissertation committee at the rate of one semester credit hour for each six total student semester hours of MS thesis research credit (i.e., one half semester credit hours per student enrolled in a three semester credit hour MS thesis course) and at the rate of one semester credit hour for each three total student semester hours of PhD dissertation credit (i.e., one semester credit hour per student enrolled in a three semester credit hour PhD dissertation course) [UTS RR 31006:6.5 and UTRGV ADM 06-501: D.3.d].
5. *Large Classes.* Workload credit may be proportionally increased for teaching a large class that requires extensive grading or evaluation of students' work by the faculty member according to the following weighing factors [UTS RR 31006:6.7 and UTRGV ADM 06-501:D.3.g]:

| <u>Weighing Class Size</u> | <u>Factor</u> |
|----------------------------|---------------|
| 59 or less | 1.0 |
| 60 - 69 | 1.1 |
| 70 - 79 | 1.2 |
| 80 - 89 | 1.3 |
| 90 - 99 | 1.4 |

| | |
|-------------|-----|
| 100 - 124 | 1.5 |
| 125 - 149 | 1.6 |
| 150 - 174 | 1.7 |
| 175 - 199 | 1.8 |
| 200 - 249 | 1.9 |
| 250 or more | 2.0 |

6. *Proportional Credit.* When more than one teacher participates in the instruction of a single course, the credit is proportioned according to the effort expended [UTS RR 31006:6.8 and UTRGV ADM 06-501: D.3.h].
7. *Insufficient Enrollment.* The workload credit in this case will be calculated based on the independent study rules described in section 3 above [similar to UTS RR 31006:6.9, UTRGV ADM 06-501: D.3.m].
8. *Administrative and Service Activities.* The department/school Chair/Director may be granted up to a maximum of six semester hours of workload credit per semester. When justified by the department/school Chair/Director and approved by the COS Dean and the Provost, three hours of credit per semester may be given to faculty who provide non-teaching academic services to the department/school/college. For example, a department/school Associate Chair/Associate Director or the coordinator of department/school graduate program may be given a three-hour release per semester [UTS RR 31006:6.10 and UTRGV ADM 06-501: D.3.j].
9. *Grant-funded Research Activities.* Upon recommendation of the department/school Chair/Director, subjected to approval by the COS Dean and the Provost, up to three semester credit hours of workload credit per semester may be granted for a newly received substantive grant that has the potential for peer-reviewed research/teaching publications for up to a maximum of one to two semesters depending upon the scope of the project. Other circumstances such as a new cooperative agreement and a new research instrumentation grant may be considered for workload credit only on a case-by-case basis [UTS RR 31006:6.13 and UTRGV ADM 06-501: D.3.m].
10. *Patents and Technology Commercialization.* At the recommendation of the Department Chair/School Director and the approval of the COS Dean and the Provost, up to three semester hours of workload credit may be granted to faculty who develop products from their research that result in patents and/or commercialization of those products. [UTS RR 31006:6.13 and UTRGV ADM 06-501: D.3.m].
11. *New Faculty Members.* At the recommendation of the head of the department/school or comparable unit and upon approval of the COS Dean and Provost, up to three semester hours of workload credit for each of two semesters may be given to a newly-appointed faculty member during the first year of employment for the purpose of developing instructional materials for the courses to be taught and for the development of a research agenda [UTS RR 31006:6.11 and UTRGV ADM 06-501:

D.3.k].

12. *Course Development.* At the recommendation of the department/school Chair/Director and upon approval of the COS Dean and Provost, up to three semester hours of workload credit may be granted to a faculty member involved in the creation of a new course, new course format, or new course materials [similar to UT Board of Regents Rule 31006:6.12 and UTRGV ADM 06-501: D.3.l].
13. *Coordination of Courses.* A faculty member who coordinates several sections of a single course shall be given one semester hour of workload credit for each six sections coordinated up to a maximum of three semester hours of credit per semester [UT RR 31006:6.6 and UTRGV ADM 06-501: D.3.f].
14. *Compliance Assessment.* Every faculty member's compliance with these minimum academic workload requirements shall be assessed each academic year. If a faculty member is found to be out of compliance, the institution shall take appropriate steps to address the noncompliance and to prevent such noncompliance in the future [UTS RR 31006:8 and UTRGV ADM 06-501: E.4].