**A. Purpose**

The purpose of this policy is to provide rules governing faculty academic workloads at The University of Texas Rio Grande Valley (UTRGV).

**B. Persons Affected**

This policy applies to faculty at UTRGV.

**C. Definitions**

Not applicable.

**D. Policy**

The University of Texas System Board of Regents’ *Rules and Regulations* Rule 31006 and Texas Education Code Section 51.402 recognize that important elements of faculty academic workloads include classroom teaching, basic and applied research, and professional development. Workload for faculty members of UTRGV is expressed in terms of classroom teaching, teaching equivalencies, and presidential credits for assigned activities.

1. Each faculty member paid full-time 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 in accordance with the guidelines set forth in Section D.3.

2. 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.”

3. **Equivalencies:**

   The following equivalencies will be used to calculate faculty academic workloads:
   
   a. **Graduate Level Instruction** - One semester credit hour of graduate level instruction will be considered the equivalent of one and one-half semester credit hours of undergraduate instruction.
   
   b. **Laboratory Instruction** - One and one-half contact hours of instruction of regularly scheduled laboratory and clinical courses, physical activity courses, studio art, studio music instruction, and primary music performance organizations, such as ensembles and marching bands, for each week of a long-term semester will be considered the equivalent of one semester credit hour of undergraduate instruction.
c. **Supervision** - Supervision of student teachers, clinical supervision, and intern supervision shall be credited such that 12 total student semester credit hours taught will be considered the equivalent of one semester credit hour.

d. **Honors Program, Individual Course Instruction, and Individual Undergraduate Research Projects** - Supervision of student practicum and individual instruction courses, such as honors programs and individual research projects, shall provide equivalency at the rate of one-tenth semester credit hour for each student semester hour of undergraduate instruction and one-fifth semester hour for each student semester hour of graduate instruction per long-term semester. In no case will individual instruction in a single course generate more semester credit hour equivalence than if the course were taught as a regularly scheduled, organized course.

e. **Thesis or Dissertation Supervision** - Graduate thesis or 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 thesis research credit and at the rate of one semester credit hour for each three total student semester hours of dissertation credit.

f. **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.

g. **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:

<table>
<thead>
<tr>
<th>Weighing Class Size</th>
<th>Factor</th>
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<tbody>
<tr>
<td>59 or less</td>
<td>1.0</td>
</tr>
<tr>
<td>60 - 69</td>
<td>1.1</td>
</tr>
<tr>
<td>70 - 79</td>
<td>1.2</td>
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<tr>
<td>80 - 89</td>
<td>1.3</td>
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<tr>
<td>90 - 99</td>
<td>1.4</td>
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<tr>
<td>100 - 124</td>
<td>1.5</td>
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<tr>
<td>125 - 149</td>
<td>1.6</td>
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<tr>
<td>150 - 174</td>
<td>1.7</td>
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<tr>
<td>175 - 199</td>
<td>1.8</td>
</tr>
<tr>
<td>200 - 249</td>
<td>1.9</td>
</tr>
<tr>
<td>250 or more</td>
<td>2.0</td>
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</tbody>
</table>
h. **Proportional Credit** - When more than one faculty member participates in the instruction of a single course, the credit is proportioned according to the effort expended.

i. **Insufficient Enrollment** - A reduced workload may be granted temporarily if assigned classes do not materialize because of insufficient enrollment and when additional classes or other academic duties cannot be assigned to the faculty member. This exception may be granted for two consecutive long-term semesters only for any particular faculty member.

j. **Administrative Duties** - Workload credit may be granted for a faculty member who is chair of a department or head of a comparable administrative unit up to a maximum of six semester hours of workload credit per semester. When justified by the school director or department chair and approved by the Provost and Executive Vice President for Academic Affairs (Provost/EVPAA), three hours of credit may be given to faculty members who provide non-teaching academic services to the school director or department chair. In no case will the total for departmental or comparable unit administration, including the head, exceed nine workload credits per semester except for academic units composed of more than one academic discipline.

k. **New Faculty Members** - At the recommendation of the head of the department or comparable unit and upon approval of the Provost/EVPAA, 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 he or she will teach.

l. **Course Development** - At the recommendation of the school director or department chair and upon approval of the Provost/EVPAA, workload credit may be granted to a faculty member involved in the creation of a new course, new course format, or new course materials.

m. **Credit Granted by President** - Academic workload credit granted by the President or designee for all other purposes is limited to one percent of the total semester credit hours taught at UTRGV during the comparable (fall or spring) semester in the previous year. With the approval of the President, or his or her designee, limited faculty workload credit (within the one percent limit above) may be granted for major academic advising responsibilities, for basic and applied research following a research work plan approved pursuant to UTRGV policy, for preparing major documents in the fulfillment of programmatic needs or accreditation requirements, or for duties performed in the best interest of UTRGV’s instructional programs as determined by the President.
Modified Instructional Duties:

It is the policy of UTRGV to modify the classroom instructional responsibilities of faculty members and allow for equivalent academic service when certain personal circumstances prevent them from being able to perform their classroom teaching duties, and when such modifications are found to be in the best interest of UTRGV’s instructional programs. Full-time faculty members who may apply for modified instructional responsibilities are those who are a principal caregiver of a pre-school child (or children), or who are required to care for or assist a member or members of their immediate family who need the help and attention of the faculty member. This policy is not intended to apply to situations where use of sick leave or family and medical leave is appropriate, and it shall not exceed a one long session semester (i.e., fall or spring).

E. Procedures

1. The academic workload shall be developed and mutually agreed to at the school or department and college level during the annual workload conference, subject to the approval of the Provost/EVPAA. Requests from departments and colleges for approval of faculty workload assignments will be due in accordance with the schedule developed by the Provost/EVPAA.

2. If an adjustment needs to be made after the annual workload conference, then a faculty member, school director, department chair, or academic administrator may request a teaching workload adjustment through the appropriate school or departmental process. After approval by the college dean or other appropriate administrator, the request shall be forwarded to the Provost/EVPAA for review and final action.

3. The President has designated the Provost/EVPAA to monitor workloads, review workload reports, and submit reports to the President for approval and comment, as appropriate, prior to submitting the reports to the UT System Board of Regents.

4. Every faculty member’s compliance with the minimum academic workload requirements shall be assessed each academic year. If a faculty member is found to be out of compliance, UTRGV shall take appropriate steps to address the noncompliance and to prevent such noncompliance in the future.

5. In the event a faculty member’s teaching workload exceeds the equivalent of 18 semester credit hours of instruction in organized undergraduate classes each nine-month academic year, the faculty member may receive overload compensation, as stipulated in the Office of the Provost’s Guidelines for Faculty Overload Compensation.

6. Faculty applying for Modified Instructional Duties as per Section D.4 should submit a written request through the school director or department chair and dean for approval from the Provost/EVPAA. The request should be submitted six months prior to the semester in which the modification is needed. The request must include the following information:

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1 Adopted from the UT Austin Policy on Modified Instructional Duties
a. A statement explaining the need for modified instructional responsibilities; and

b. A proposal describing the work to be done in place of the applicant's normal classroom responsibilities. This work may involve significant scholarly research, new course development, curriculum development, or other work done in the best interest of UTRGV's instructional program. The proposal must describe the work in detail, define a work product, and include a method for evaluation of the work by the department chair or dean during the semester.

F. Relevant Federal and/or State Statute(s), Board of Regents’ Rule(s), UTS Policy(ies), and/or Coordinating Board Rule(s)

University of Texas System Board of Regents’ Rules and Regulations Rule 31006, Academic Workload Requirements

Texas Education Code Section 51.402, Report of Institutional and Academic Duties