

SRSU Policy: Faculty Workload Policy
SRSU Policy ID: FH 2.08
Policy Reviewed by: Executive Vice President and Provost
Approval Authority: President of the University
Approval Date: November 1, 2023
Next Review Date: November 1, 2028

The evaluation of faculty for promotions, salary increases, reappointments, tenure and post-tenure review shall include but not be limited to the duties described below. These duties are considered part of the normal workload of a faculty member.

The greater duties of a member of the faculty include:

- Teaching in the classroom, laboratory, or seminar.
- Researching , investigating, discovering, and creating.
- Performing curricular tasks auxiliary to teaching and research, e.g., serving on faculty committees, supporting the accreditation process, attending to administrative and disciplinary tasks, and promoting diligence and honest work in the student body.
- Advising and counseling students.
- Beneficially influencing students and citizens in various extracurricular ways.

A. Normal Teaching Loads

The normal teaching load at Sul Ross State University for faculty members who are paid full-time from the budget item "Faculty Salaries" shall be four lecture courses or the equivalent of twelve semester-credit hours of instruction in organized classes each long semester or an average of twelve semester-credit hours per long-term semester over the nine months of the academic year.

The normal teaching loads for faculty members at Sul Ross State University are determined in accordance with the following criteria:

1. One semester credit hour in an organized class is equal to one semester credit workload hour.
 - a) An organized class is an institutionally-approved course, having specific objectives in terms of subject-matter coverage and student development, which meets as a group at regularly scheduled times in a classroom, laboratory, or field location. Organized classes include lectures, laboratories, seminars, online, hybrid, and interactive video group television instruction.
 - b) The number of semester workload credit hours for each organized class equals the semester-credit-hour value of the course.
 - c) The cap of the number of students in traditional lecture courses, for all teaching modalities, will range from 25 to 35 students.

- d) The cap of the number of students in undergraduate writing intensive courses, for all teaching modalities, will range from 15 to 25.
- e) The cap of the number of students in traditional graduate courses, for all teaching modalities, will range from 15 to 25.

2. Individual Instruction. Except for supervised practica and internships, private lessons in music, student teaching, and thesis courses, individual instruction enrollments are not included in the normal faculty workloads. Responsibility for individual instruction enrollments is assumed by the faculty in addition to normal workloads.
 - a) An individual instruction course is one in which guided learning is provided on a one-to-one basis by the instructor to the student, regularly or irregularly scheduled, in which the student, through individual lessons, specific projects, or research problems, gains new knowledge of special value. These courses include arranged reading and research, individual studies, private lessons, and self-paced instruction.
 - b) The semester-credit workload hour equivalent in supervised student teaching is three semester credit hours for supervising from four to six student teachers in a semester.
 - c) An enrollment of nine or more students in private lessons in music is equal to a faculty workload of three semester-credit hours.
 - d) Any graduate faculty member having three or more graduate students enrolled in any combination of thesis proposal, thesis research, and thesis defense during a full term and serving as the chair of the thesis committee will be entitled to three hours workload credit. No students shall be counted if they have exceeded six full terms of enrollment in the thesis program.
 - e) Any graduate faculty member who has completed four graduate theses within a five-year period and has not had any four theses count toward a workload credit in (d) will be entitled to three hours workload credit.

B. Adjustments and Exceptions to the Normal Teaching Loads

1. Workload assignments are primarily the responsibility of the chairs of the academic departments. The chairs must ensure that the workloads of faculty within their departments are equitable and reasonable. This must include the cumulative total of classroom and laboratory instruction, academic advising, committee membership, guidance of student organizations, research, and service to the public. Instructional loads should also account for such things as number of preparations, number of students taught, the nature of the subject, and the help available from teaching assistants. The chairs are accountable to the college deans and the deans to the executive vice president and provost for ensuring compliance with the provisions of this policy.
2. Changes in the normal workload are recommended by the department chair, approved by the college dean, and reported to the executive vice president and provost.

3. The executive vice president and provost is responsible for reviewing the departmental assignments, monitoring compliance, providing reports to the president, and submitting the Faculty Report to the Coordinating Board each semester in compliance with Coordinating Board Regulations.
4. Instructors in an organized class which is team-taught will proportionally share the semester-workload hours allowed for that class according to the distribution of responsibilities.
5. The semester-credit workload-hour equivalent in laboratory sections in agriculture, science, and foreign language and in activity classes in physical education is one-half hour per contact hour, but in no case shall the workload exceed the semester-credit hours given for the class or laboratory.
6. Instructors who teach ensemble classes in music will be credited with two semester-credit workload hours for each ensemble taught.
7. The normal teaching load for a department chair shall be nine semester-credit workload hours each long semester. Workloads for chairs in the summer terms will be based on course needs and funding.
8. Each college dean and the executive vice president and provost will teach at least three semester-credit hours a year.
9. Faculty members, department chairs, and college deans may be required to exceed the normal workload policy from time to time, and nothing in this policy should be considered to prohibit the administration from making this requirement. However, no faculty member should exceed their normal teaching load by more than six credit hours a semester.

C. Scholarly and Artistic Endeavor

Each faculty member is expected to be active in scholarly activities or artistic endeavors.

1. Scholarly activities include but are not limited to involvement in basic and applied research, writing and publication, and presentations to professional and learned societies.
2. Artistic endeavors include but are not limited to involvement in musical and theatrical performances, art exhibits or shows, creative writing, composition of music, writing scripts, and participation in related projects.
3. These scholarly activities and artistic endeavors should result in specific measurable outcomes such as publications in peer review journals and /or artistic productions.

D. Professional Growth and Activities

Professional growth and participation in professional activities are required of all members of the faculty. Professional growth and professional activities include but are not limited to attending professional meetings, participating in professional

development seminars and workshops, and holding offices in professional organizations and professional committees.

E. Participation in Non-Teaching Activities

Participation in non-teaching activities is required of all members of the faculty. Participation in non-teaching activities includes such activities as university service, advising of students, participating in the SACSCOC accreditation process, and public service.

1. University service includes but is not limited to committee service, student recruitment, student retention, curriculum development, orientation, registration, commencement, and development of grant proposals.
2. Advising and counseling of students includes but is not limited to academic advising, preparation of degree plans, scheduling of classes, career counseling, and referral to appropriate university or community services. This category also includes advising and sponsoring student organizations.
3. Maintaining office hours is a requirement of the University. Faculty must maintain two and a half (2.5) office hours per course per week and clearly publish these in their syllabi, on their doors, and in the directory. At least sixty percent of office hours must occur on one of the four SRSU campuses, excepting those with remote faculty workload agreements.
4. Public service includes but is not limited to service to schools, government agencies, private enterprise, and the community for which the faculty member receives no remuneration.

F. Responsibility for Implementing and Reporting

1. Workload assignments are primarily the responsibility of the chairs of the academic departments. The chairs must ensure that the workloads of faculty members within their departments are equitable and reasonable. This must include the cumulative total of classroom and laboratory instruction, academic advising, committee membership, guidance of student organizations, research, and service to the public. Instructional loads should also account for such things as number of preparations, number of students taught, the nature of the subject, and the help available from secretaries and teaching assistants. The chairs and members of the faculty must agree upon the workload and weights of various responsibilities and designate these on the Faculty Evaluation Form FE-4 at the beginning of each academic year. Chairs must ensure that the workload of faculty members within their departments does not exceed six semester credit hours above the normal course load. The chairs are accountable to their respective college deans.
2. Reductions in the normal workload are recommended by the department chair, approved by the college dean, and reported to the executive vice president and provost.
3. The executive vice president and provost is responsible for reviewing the departmental assignments, monitoring compliance, providing reports to the president, and submitting the Faculty Report to the Coordinating Board each long semester in compliance with Coordinating Board Regulations.

4. The president will provide reports as may be required to the Board of Regents, Texas State University System, and other state agencies.

G. Policy on Independent Study and Arrangement Courses

1. This policy will apply to those classes which are not classified as organized classes in which students earn semester-hour credit under designations which do not require regular attendance in classroom settings with other students of at least 42 clock hours during a semester or term. A faculty member shall not teach more than one independent study or arranged course per semester. This policy does not apply to an internship, a practicum, individual instruction in music, student teaching, or thesis courses.
2. When the creation of such a course section as defined in paragraph one is desired, the proposing faculty member must prepare and submit to the chair of the department an outline of study which details the work to be done by the student. This outline of study should include a description of resources to be used by the student, the activities in which the student will engage during the course, and the measures by which the student will be evaluated at the conclusion of the course. In the case of regularly organized courses being taught under an arranged designation, the proposing faculty member should also address in the outline of study the ways in which the normal classroom activities will be replaced in the arranged course.

The proposing faculty member and the student must sign the proposal form, with

the signed copy forwarded to the department chair prior to the twelfth day of class (or fourth class day in short summer terms). The Independent Study/Arrangement Courses form is located in the Appendix.

3. The department chair shall ensure that the proposed course will meet departmental standards and advance the mission of the department. Upon receipt, the department chair shall forward the signed copy to the dean of the college.
4. The dean of the college shall review the proposal to ensure uniform compliance with the Policy on Independent Study and Arrangement Courses.