

**THE TEXAS A&M UNIVERSITY SYSTEM
HEALTH SCIENCE CENTER INTERNAL POLICIES**

12.03.Z1.01 Faculty Academic Workload

Approved March 7, 2001

Supplements System Policy 12.03

1. TEACHING LOAD

- 1.1 Each full-time person employed from instructional funds by the Health Science Center (HSC) is expected to teach classes and to assume a reasonable workload of related activities that constitute a full-time load. Persons employed on a part-time basis from instructional funds are expected to assume a workload proportionate to the percentage of employment on these funds.

- 1.2 The nature of full-time teaching load will vary within components of the Health Science Center because of differences in component missions, the nature of the instructional programs, clinical service requirements, and research activities. In all components, faculty members are expected to engage in those commonly accepted duties that will enhance the teaching/learning process and the quality of the institution's programs. Recognized duties include classroom teaching, scholarly study, basic and applied research, clinical service, professional development, student advising and counseling, course and curriculum development, continuing education, public service, assistance in the administration of the academic program, and similar academic activities. These duties are inherent in the life and work of a faculty member and are taken into account in considerations for promotion, tenure, and salary.

2. EVALUATION OF TEACHING LOADS

It is the responsibility of the Dean/Director of each component to insure that administrative practices exist for making maximum use of the institution's resources in the conduct of instructional duties. The President, in conjunction with the Vice Presidents, Deans, and Department Chairs/Unit Heads of the components, will evaluate academic workloads to determine that each person employed for instructional purposes is carrying the minimum full-time equivalent load and that the academic duties within and among departments are assigned equitably.

3. MINIMUM TEACHING LOAD STANDARDS

Each HSC component will establish standards for teaching loads to meet the instructional obligations of the component and its students in order to operate efficiently within the range of resources available to the institution.

- 3.1 Adjustments to the amounts of normal classroom teaching may be made to account for large class sizes; duplicate sections taught; laboratory, seminar, lecture, clinical, distance education or field type courses; availability of support services; situations where both graduate and undergraduate work are involved; courses which involve individualized instruction; and overload from the previous semesters.
- 3.2 Faculty teaching load may be reduced for a faculty member serving as a departmental chair or other administrative position approved by the President.

OFFICE OF RESPONSIBILITY

Vice President for Academic Affairs