

# Coordinating Board Faculty Workload Policy Guidelines for Texas Public Universities

(Endorsed by the Coordinating Board, July 14, 1978 and updated fall 1992)

The following general policies are recommended to the governing boards of each Texas institution of higher education for their use in developing and adopting rules and regulations in accordance with Section 51.402 (b), (c), and (d) of the Education Code. Copies of those rules and regulations must be submitted to the Coordinating Board and included in the operating budget of each institution.

## 1. Basic Assumptions

- A. The state of Texas requires a productive and cost-effective faculty employment environment, where each level of administrative responsibility for faculty workload is appropriately identified, and where measurable public accountability always is present. The Coordinating Board recognizes, however, that each college and university in Texas has its own pattern of academic programs and that it is in the best interest of the state to recognize and preserve such diversity.
- B. A faculty member is defined as an employee of a public institution who is directly responsible for the production of any semester credit hours during the course of an academic year or is paid any portion of his or her salary from faculty salaries, excluding teaching assistants or those pursuing degrees at the institution. For these excluded personnel who are compensated from faculty salaries each institution must develop and implement separate rules and assure proper supervision and workload criteria.
- C. Workload assignment must be primarily the responsibility of an academic unit and its department or college head. These administrators must be held accountable for individual compliance with institutional rules and for distributing the duties in their academic unit so that each faculty member contributes maximally to the department program according to his or her capabilities and experience. The chief academic officer of the institution must be responsible for implementing the institution's workload policy and, therefore, for reviewing college and department assignment patterns and monitoring compliance with institutional regulations. Each governing board will provide specific faculty workload rules, regulations, and standards within which the chief academic officer will carry out his or her responsibility.

## 2. Guidelines for Institutional Rules, Regulations, and Standards

- A. Each institutional governing board is required to submit to the Coordinating Board its comprehensive rules, regulations and standards for the interpretation of full and part-time instructional workload requirements and for the range of acceptable assignments within its definitions of faculty workload. These institutional rules must be included in the operating budget of the institution.
- B. Institutional rules, regulations and standards must indicate the means by which an academic unit assures that persons paid from faculty salaries work a proportionate percentage of time on instructional activities (as defined in III below).
- C. Institutional rules, regulations, and standards must state the basis for how the institution's faculty workload requirements relate directly to its role and scope, and must explain any variations in workload patterns among disciplinary areas or internal organizational units.
- D. The institutional rules and regulations should clearly delineate administrative responsibility for monitoring compliance. The organizational structure and assignment of administrative duties in each institution must clearly identify each level of administrative authority and responsibility for faculty workloads, and the administrative mechanisms for monitoring compliance with workload requirements. These statements of authority and procedures should delineate:
  1. The primary responsibility and accountability of the department or college head of each academic unit for equitable and effective distribution of workload assignments and for assuring individual compliance with institutional rules.
  2. The responsibility of the chief academic officer for reviewing college and departmental assignment patterns and for monitoring compliance.
  3. Procedures for determining that the proportion of time devoted to instructional activities is the same as the proportion of salary being received from faculty salaries.
  4. Procedures for reporting to the institutional chief executive officer and to the governing board regarding compliance with institutional rules and regulations, including copies of any forms the institution may develop for individual faculty workload reporting. Reporting the mechanism for monitoring compliance and stating publicly the institutional workload

rules will insure that the method which individuals use to assure compliance is available to any concerned official.

### 3. Faculty Workload Assignments and Professional Activities

In defining instructional activities which are acceptable for fulfillment of workload requirements and which are to be funded from faculty salaries, institutions must adhere to the definitions of elements of cost and address the following points:

- A. The following professional activities are specifically identified in the elements of cost as faculty assignments which can be funded from the faculty salary element of cost.
  1. Direct instructional activities which include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. The various types of instruction include: lecture, laboratory, practicum, seminar, independent study, private lessons, self-paced instruction, televised instruction, supervision of thesis, and dissertation.
  2. Administrative assignments which directly supplement the institution's teaching function, such as heads of teaching departments, coordinator of special programs of multisection courses, etc.
- B. Any other professional assignments that an institution considers to be directly related to the teaching function, and which it funds from faculty workload, and the allocation of faculty members' time and salary to such activities must be reported on the standard report form. These professional assignments would be in addition to research, scholarship, creative work, and other professional activities that the institution describes as an integral part of faculty members' responsibilities for their direct instructional assignments and that contribute to their remaining valuable and effective instructors in their specialized fields. Although these recommendations recognize that the categories above may be used by institutions in the determination of full-time faculty responsibilities, the major portion of assigned time, within each academic department, must be within the area of direct instructional activities.
- C. The following professional activities, which may be valid faculty assignments, are to be funded from sources other than the faculty salaries element of cost:
  1. Teaching in self-supporting, income-generating extension courses.

2. Administrative duties above the level of department chairperson or equivalent position.
3. Research, scholarship, and creative work related to separately organized research divisions or which are separately budgeted or financed from other sources.

#### 4. **Other Considerations Proposed**

In view of the public and legislative concern expressed in regard to full-time faculty of public universities assuming "additional employment," it is recommended that each governing board adopt policies and procedures regarding acceptance by a full-time faculty member during his or her regular contract period of:

- A. regular teaching responsibilities with another institution of higher education,
- B. consulting positions or assignments with private industry and other organizations or agencies external to the university.

Such policies and procedures should be reported to the Coordinating Board.

#### Standard Reports

Institutions will report to the Coordinating Board in machine-readable form as part of the Board's uniform reporting system all information mandated in Sec. 51.402(c) and Sec. 51.403(b), (c), and (d) of the Texas Education Code.

The Coordinating Board shall furnish such summaries of information required by the legislation as are requested by the Governor's budget office and the Legislative Budget Board.

Each institution shall submit printed reports to its governing board which include as a minimum all the following information mandated in the legislation. Copies of such institutional reports would be available to the Coordinating Board, the Legislature, and the Governor's Office upon request. Information reported will include:

- A. Report of academic duties and services performed by each faculty member for the fall and spring semesters showing evidence of compliance with requirements established by the governing board and indicating:
  1. All appointments held by the faculty member in the employing institution

2. Salary paid to each appointment
  3. Percent of time of each appointment
  4. Sources of funds from which salary payments were made
- B. A report for each fall and spring semester indicating:
    1. Identity and rank of each faculty member
    2. Courses taught (prefix, number, type, level)
    3. The number of students enrolled in each class (12th day and last class day)
    4. The number of semester credit hours accrued to each course
    5. The department in which the course is offered.
  - C. A small class report, excluding individual instruction courses, indicating:
    1. Department
    2. Course number
    3. Title of course
    4. Name of instructor

#### FACULTY APPOINTMENT CODES AND FUNDING SOURCES

CODE

APPOINTMENT

The following four appointment codes indicate those activities funded by the institution from the Faculty Salaries element of cost.

- 01 Direct instructional activities which include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. The various types of instruction include: lecture, laboratory, practicum, seminar, independent study, private lessons, alternative learning activities, thesis, and dissertation.
- 02 Administrative assignments which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc.
- 03 Any other professional assignments which an institution considers to be directly related to the teaching function.
- 04 Represents an "exchange" faculty member who is on loan to teach a course at another institution; use of code requires prior notification to the Coordinating Board.

All other faculty activities not funded from Faculty Salaries are to be shown under the following appointment codes. Codes 10 through 17 indicate those activities funded from all elements of cost other than Faculty Salaries.

- 10 Extension and Public Service
- 11 Instructional Administration
- 12 Organized Research
- 13 General Administration and Student Services
- 14 General Institutional Expense
- 15 Library
- 16 Special Items
- 17 Any element of cost not listed above

Codes 20 through 23 indicate those activities funded from all other sources.

- 20 Intercollegiate Athletics
- 21 Other Auxiliary Enterprises
- 22 Sponsored Projects
- 23 Any source not listed above

---

*Last Updated: May 13, 1999*

---