**The Department of Health and Human Performance**

HHP Policy and Procedure Statement: 2.02 Faculty Workload

Revised: November 1, 2012 (6 paragraphs)

Review Date: December 1, 2015

Reviewer: The HHP Voting Faculty

**Purpose and Corresponding Policies**

1.         The purpose of this policy statement is to broadly define workload plans available to the faculty and their documentation within the Department of Health and Human Performance (HHP).

2.        The Department of HHP criteria and procedures for assigning and documenting faculty workloads is based on the University PPS 7.05.

**Faculty Workload Assignments**

3.         Full-time faculty are assigned 12 workload units during a long semester. In the Spring semester, as part of the annual faculty evaluation, each full-time faculty member will consult with the Chair to be assigned to one of the two workload arrangements for the upcoming academic year: Research Plan or Teaching Plan.

3.01          Research Plan

3.01.1    The Research Plan provides the equivalent of a three 3-credit workload in teaching each long semester with 3 workload credits of reassigned time for research to full-time tenured and tenure-track faculty members who have *consistently* met or exceeded expectations in scholarly activity in accordance with HHP PPS 3.02. Consistently met or exceeded expectations is defined as meeting either of these levels of performance in 2 of the last three annual evaluations.

3.01.2    The Annual Activity Report completed using the Faculty Annual Review System and current Texas State Vita will be used to identify whether a tenured or tenure-track faculty member has an active research agenda and qualifies for this plan. During the annual activity review cycle, faculty may be asked to provide the Department Chair with evidence of their recent scholarly activity/products. The Department Chair, in consultation with the the Personnel Committee (PC), will confirm whether faculty members meet the criteria provided in the HHP PPS 3.02.

3.02          Teaching Plan

3.02.1    The Teaching Plan provides provides the equivalent of four a 3-credit workload for teaching each long semester for a full-time faculty member. This plan is for lecturers, clinical faculty, and tenured faculty who choose to emphasize teaching or do not meet the criteria for the Research Plan.

3.02.2    Full-time faculty members qualify for the Teaching Plan they meet departmental standards to maintain currency in the field or professional certifications by participating in at least one of the following Professional Development activities supporting maintenance and/or enhancement of academic qualifications or publishing a scholarly product.

3.02.2.1          Attendance to a state, regional, and/or national conference; and

3.02.2.2          Attendance to a Departmental, COE, or University workshop.

3.02.3    The Annual Activity Report completed using the Faculty Annual Review System and current Texas State Vita will be used to identify whether a full-time faculty member qualifies for this plan. The Department Chair, in consultation with the Personnel Committee (PC), will confirm whether faculty members meet the criteria provided in the HHP PPS 3.02.

3.02.4    For faculty on this plan interested in moving to the Research Plan, the Department Chair, in consultation with the PC, will assist in developing a plan to help the faculty member successfully pursue an active scholarly agenda. Once the developmental plan for scholarly activities has been implemented, the faculty member will be evaluated during the following annual evaluation cycle. If the Chair, in consultation with the PC, determines that the goals of the developmental plan have been achieved, then the faculty member will be moved to the Research Plan.

3.02.5    Faculty members in the Teaching Plan are not eligible for regular graduate faculty status.

**Other Workload Adjustments**

4.         Any faculty request for workload reassignment or adjustment must take into consideration matching the needs of the department/program, the College, and the University with the individual’s professional goals.

5.         Decisions about workload reassignment are made at the discretion of the Chair in consultation with the affected faculty and the Dean of the COE.

6.         Workload reassignments or adjustments may be assigned by the Chair according to AA PPS 7.05. , Some examples include the following activities:

6.01       Funded grants (Research Buy Out Adjustment);

6.02       Major administrative activities (Administrative Activity Adjustment);

6.03       Teaching of large classes without additional support (Instructional Adjustment). In the Department of HHP large classes the Chair will determine if an instructional adjustment is warranted. Generally, when faculty teach a class with enrollment over 90 without GA support, they may be eligible for additional workload credits;

6.04 New/Probationary tenure-track faculty (Research/Grant Activity Adjustment).

**Workload Credits for Instruction in HHP**

7.         Workload credits for teaching in HHP are assigned according to AA PPS 7.05. The faculty workload codes normally used for the following instructional types are (AA PPS 7.05 Attachment V):

7.01 Lecture: Credit Hours\* 1.00, Code 1;

7.02 Laboratory: Lab Contact Hours\*0.5, Code 5;

7.03 Individual Instruction: 0 workload, Code 0; (e.g. independent study)

7.04 .Stacked Classes: Credit for only one class.

8. Given the variability in actual workload for different kinds of instruction in classes, HHP classes can be reviewed for appropriate workload code assignment. For example, supervision of student teaching or professional internships are individual instruction and would use the “fixed credit” code 0, but the fixed workload credits would normally be three for a 3 credit field experience or six for a 6 credit field experience. If a HHP division believes that a particular course or lab has clearly an unusually large workload associated with it, the division faculty may write up a justification for a change in workload coding that is submitted to the Program Coordinators Committee (PCC). The justification should provide clear evidence of the unusually large preparatory, instructional, grading, equipment, or supervision demands of the course beyond similar HHP courses. This additional workload should be obvious and beyond individual differences in instructional style between faculty. If the PCC approves the proposal, the request to change the workload code will be forwarded to the Chair, Dean, and Provost for final approval.

**Certification Statement**

This HHP PPS has been approved by the reviewers listed below and represents the

Department of Health and Human Performance policy and procedure from the date of the document until superseded.

Voting Faculty Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Approve: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Chair of the HHP Department