**Faculty Workload**  **HHP PPS No. 04.01.40**

 **Effective Date: February 23, 2024**

 **Next Review Date: August 31, 2029**

 **Sr. Reviewer: Department Chair**

**01. STATEMENT OF PURPOSE**

* 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 AA/PPS 04.01.40 Faculty Workload.

**02. FACULTY WORKLOAD ASSIGNMENTS**

 02.01 Full-time faculty are assigned 12 workload units during a long semester.

02.02 Workload for Full-time Tenure-line Faculty – The required responsibility in the career of a tenured or tenure-track faculty member includes teaching; conducting research, scholarly, and creative activities; and providing service to the university or the profession. Full-time employment equates to a minimum of 12 workload units per fall and spring semester. For most tenured and tenure-track faculty at Texas State, this 12-workload unit standard is typically fulfilled by teaching six to nine workload credits and conducting research, scholarly, and creative activities, or service or administrative duties at a level that warrants the awarding of three to six workload credits (AA/PPS 04.01.40).

02.03 Workload for Full-time Clinical Faculty and Faculty of Practice – The required responsibility in the career of clinical or practice faculty members may include a combination of teaching; conducting research, scholarly, and creative activities; and performing service to the university or the profession. Full-time employment equates to a minimum of 12 workload units per fall and spring semester. For most clinical and practice faculty at Texas State, this 12-workload unit standard is typically fulfilled by teaching nine to twelve workload credits and/or conducting research, scholarly, and creative activities, or fulfilling service or administrative duties at a level that warrants the awarding of three credits (see [AA/PPS No. 04.01.22](https://policies.txstate.edu/division-policies/academic-affairs/04-01-22.html), Clinical Faculty Appointments, and [AA/PPS No. 04.01.23](https://policies.txstate.edu/division-policies/academic-affairs/04-01-23.html), Faculty of Practice Appointments for additional information) (AA/PPS 04.01.40).

02.04 Workload for Instructional Faculty – The required responsibility in the career of an instructional faculty member is focused on teaching and service activities. Full-time employment equates to a minimum of 12 workload units per fall and spring semester. For instructional faculty at Texas State, this 12-workload unit standard is typically fulfilled by teaching 12 workload credits (AA/PPS 04.01.40).

**03. WORKLOAD CREDITS FOR INSTRUCTION**

03.01 Workload credits for teaching in HHP are assigned according to AA.PPS 04.01.40.

 03.01 Lecture Courses: Credit hours \* 1

 03.02 Laboratory Courses: 1.5 credit hours per two contact hours

03.03 Combined Lecture and Laboratory Courses: Credit is assigned based on credit hours of the lecture and contact hours of the lab.

03.04 Stacked or Cross-Listed Courses: Credit for teaching two courses at the same time offered by the same instructor is granted credit for one course. The workload generated is based on the workload credit for the highest-level course.

03.05 Individualized Instruction: Individualized instruction may include but is not limited to student teaching supervision, internship, theses, and independent studies. Generally, workload for undergraduate student teaching and internship supervision are assigned to a 3 or 6 credit course. Traditionally, workload for the supervision of graduate internships, theses, and independent studies are considered out of workload.

**04. WORKLOAD ADJUSTMENTS**

04.01 Adjustment to faculty workloads may be granted for research, teaching, or administrative responsibilities. All adjustments must be approved by the Chair and take into consideration needs of the program, department, college, and the faculty member’s professional goals. Examples of workload adjustments include, but are not limited to the following:

a. Research buy out via funded grants

b. Program coordination

c. Administrative activities

d. Laboratory coordination

e. Large class instruction (e.g., n ≥ 100)

f. New probationary tenure-track faculty

04.02 Adjustments to faculty workload may also be granted for tenured associate professors or professors nearing retirement (e.g., 2-3 years). In consultation with the Program Coordinator and Department Chair tenured associate professors or professors who are approaching retirement may request to opt out of the 3-credit workload adjustment for research and teach a 4 – 4 instructional load (four 3 credit courses) during fall and spring semesters. Adjustments to the Faculty Annual Review process will be implemented for tenured faculty teaching a 4-4 workload.

**05. REVIEWER OF THIS PPS**

05.01 Reviewer of this PPS includes the following:

Position Date

Department Chair September 1 E5Y

Personnel Committee September 1 E5Y

**06.** **CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents the Texas State University Department of Health and Human Performance policy and procedure from the date of this document until superseded.

Department Chair; senior reviewer of this PPS

Personnel Committee; department reviewer of this PPS