

FACULTY WORKLOAD POLICY

Department of Psychology
College of Liberal Arts

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Next Review Scheduled for 9/2025

Faculty Workload Expectations

The faculty is responsible, in part, for fulfilling the mission of Texas State University. Tenured and tenure-track faculty in the Department of Psychology are expected to be active in three professional areas: teaching, scholarship, and service. Clinical faculty are also expected to be active in these three areas, but scholarship for these faculty includes professional status and activities that go beyond research. Lecturers, Senior Lecturers, and Faculty in the Phased Retirement Plan are expected to be active in teaching and service based upon their employment percentage; although they may be awarded merit for scholarship, no activity is required. Per-course faculty members only have teaching activity responsibilities.

The primary purpose of this document is to establish the workload expectations for all faculty in the Psychology Department. The guidelines set forth in this document are in accordance with the following University Policy, AA/PPS 04.01.40 (7.05): Faculty Workload.

Assignment and Adjustment of Workload Credits

As described in AA/PPS 04.01.40 (7.05) "Faculty Workload," 12 hours of workload credit is considered the basis for fulltime faculty employment. (02.02.05; 02.02.06; 02.02.07)

Workload adjustments provide a mechanism to document temporary recognition of additional duties and expectations for instruction, scholarly and creative activities, and service or administrative assignments. (04.04.02)

Overloads:

There may be times when exceptional circumstances require a faculty member to carry a teaching (organized course) workload that is clearly beyond the normal expectations. Under these conditions, the faculty member should receive compensation or reimbursable teaching

workload credits. Reimbursable teaching workload credits must be returned to the faculty member who earned them with a commensurate amount of release time during a long semester within 2 years from when the credit was earned. (04.04.03)

These circumstances are extremely rare, and faculty should not expect to regularly receive overloads. If an unusual or extenuating circumstance arises in which a faculty member is needed to provide instruction in an overload capacity, faculty will be considered based on interest and areas of expertise.

The Chair may assign workload credit for teaching, research and scholarly activities, and service and administrative work, which can include the following:

Workload Credits for Teaching:

- The Chair may assign workload adjustments to reflect the complexity of teaching assignments up to 1.5 times the credit hour for a specific course. (05.05.01)
- The Chair may assign a workload credit for a Large Class Adjustment based on consideration of factors such as availability of instructional assistants, educational learning outcomes, and writing expectations of the course. (05.05.09) Typically, a teaching theater course section will count 2.0 times the credit hour for a specific course.
- The Chair may assign a workload credit for student research mentoring or other forms of individual instruction (05.05.06; 06.06.06; 06.06.07). Typically, chairing 3 graduate thesis committees over a 3-year period will result in a 3-workload credit that must be used within 2 years after the 3rd committee is chaired.

Workload Credits for Research and Scholarly Activity:

- The Chair may assign a workload credit for non-sponsored research or scholarly activities with planned outcomes that extend beyond the expectations associated with three research activity credits. (06.06.02)
- Workload credit may be granted for active development of proposals for specific sponsored programs (06.06.03), or active participation and implementation of sponsored program and/or grant-related activities (06.06.04; 06.06.05).

Workload Credits for Service and Administrative Work:

- Workload credit up to 12 workload units may be granted for special assignments (07.07.02), and other administrative appointments. (07.07.03; 07.07.04; 07.07.05)
- Workload credits may be granted for professional and service-related activities. (07.07.06; 07.07.07; 07.07.08; 07.07.09)
- Faculty with an extensive departmental administrative load will receive a 3-unit workload reduction per long semester (i.e., Graduate Program Director, Undergraduate Program Director, Associate Chair).

Non-Tenure Faculty Workload

Faculty in the Phased Retirement Plan. Faculty in phased retirement will focus on teaching with limited service activities and no research expectations. They will teach 6 workload units per long semester, typically a 2-2 load. (04.07)

Clinical Faculty Workload. The required responsibility for clinical or practice faculty may include a combination of teaching, scholarly, and creative activities, and performing service. 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 or fulfilling service duties at a level that warrants the awarding of three credits. (See PPS 04.01.22).

Instructional Faculty Workload. The required responsibility for instructional faculty may include a combination of teaching and service. Full-time employment equates to a minimum of 12 workload units per fall and spring semester. For most instructional faculty at Texas State, this 12-workload unit standard is typically fulfilled by teaching nine to twelve workload credits or fulfilling service duties at a level that warrants the awarding of three credits. (See PPS 04.01.26).

Lecturers. Lecturers will focus primarily on teaching with only minimal service activity. Full-time faculty will teach a minimum of 12 workload units per long semester (i.e., 4-4). Faculty with lower employment percentages will teach courses based upon their employment percentage (e.g., a faculty member with 75% employment will teach 9 workload credits). (See PPS 04.01.26)

Per-Course Faculty are responsible only for the courses that they are assigned to teach.

Tenured/Tenure-Track Faculty Workload

As per AA/PPS 04.01.40, the workload for full-time tenure-line faculty equates to a minimum of 12 workload units during the long semesters, typically fulfilled by teaching 6 to 9 workload credits and conducting research and scholarship and service and administrative duties at a level that warrants the awarding of 3 to 6 workload credits.

Tenure-Track Faculty

For tenure-track faculty members, the standard teaching workload will be reduced in the first two years to allow the faculty member to prepare courses and research activities. During the first year, the tenure-track faculty member will teach a 1-1 course load (1 course in the fall semester and 1 in the spring semester). During the second year, the faculty member will teach a 2-2 course load, followed by a 2-3 course load until tenured. This reflects a 3-workload unit reduction per year to focus on scholarly activities necessary for receiving tenure. In the event that a new faculty member is hired with negotiated years of credit towards tenure and promotion for work completed at a different institution (TSUS Rules/ Regulations, Ch V, Sec 4.23), the faculty member will teach a 1-1 course load their first year, and then continue on the 2-3 for all subsequent years until tenured.

Tenured Faculty

Option 1: This is the default option for all tenured faculty members. Tenured faculty members are given the standard 3 workload-unit reduction to pursue their scholarship interests and will teach 9 workload credits per semester.

Option 2: Based on the prior year's merit review, tenured faculty members who meet expectations in both Scholarship and Teaching may be given the standard 3-workload unit reduction for one long semester and a 6-workload unit reduction for the other long semester during an academic year to pursue their scholarship interests. For example, they may teach 9 workload units in one long semester, and then teach 6 workload units in the other long semester, maintaining a 3-2 course load. This opportunity is contingent on budget availability and enrollment demand. During the annual review, the FRC will provide the Department Chair with a list of tenured faculty members who met expectations in both Scholarship and Teaching.

Course Buy Outs

Based on the needs of the department and on assessing faculty for tenure and promotion to the levels of Associate and Full Professor ([AA/PPS 04.02.10](#)), all faculty with funding to buy out of teaching workload units are expected to retain at least 3 workload units per year that include a teaching component. Teaching expectations should be taken into account in external funding applications.

Order of Priority

If circumstances do not permit providing workload releases to faculty who have met the criteria outlined above (e.g., if there are budget constraints or if the requested workload release would interfere with the teaching needs of the department), releases will be distributed in the following order:

1. 3-workload unit reduction per long semester for extensive administrative service (i.e., Graduate Program Director, Undergraduate Program Director, Associate Chair)
2. Additional 3-workload unit reduction per year for non-tenured, tenure-track faculty in years 3-6.
3. 2.0-workload units times the credit hours for a teaching theater course section.
4. 3-workload unit reduction for chairing 3 graduate thesis committees over a 3-year period.
5. Additional 3-workload unit reduction per year for tenured faculty seeking Option 2.
6. Other workload releases for scholarly and creative activities.
7. Other workload releases for teaching activities.
8. Other workload releases for service activities.