

Workload Policy

RC/PPS No. 01.04

Revised Date: September 2024

Effective Date: March 2022

**Next Review Date: September 2026
(E2Y)**

Senior Reviewer:

01. PURPOSE

- 01.01 The purpose of this departmental PPS is to establish the policies and procedures that interpret the Academic Affairs/PPS 04.01.40.

02. POLICY

- 02.01 AA/PPS 04.01.40 will be followed as provided. The following guidelines are used for assignments and adjustment of workload credits.

03. PROCEDURES

- 03.01 Workload assignments include workload for instruction, scholarly/creative activity, and appointed positions. Workload adjustments include activities for which there is a need for temporary recognition of instruction, scholarly/creative activities and professional activities or service.

04. TEACHING WORKLOAD ASSIGNMENT

- 04.01 Lecture courses - Workload will be assigned based on credit hours of the lecture
- 04.02 Laboratory courses – Workload for laboratory courses will be calculated based on the framework provided in AA/PPS 04.01.40.
- 04.03 Individual Instruction – Individual instruction includes clinical courses, independent studies, and problem courses. Individual instruction workload is based on course enrollment. Clinical courses will be assigned the fixed RC faculty workload approved for each clinical course per the Provost Office according to faculty responsibilities in the clinical site.

05. TEACHING WORKLOAD ADJUSTMENTS

- 05.01 Team Teaching – Faculty who team-teach organized classes will each have an assigned course section.
- 05.02 Instructional Adjustment – The chair may grant additional workload credit each semester in recognition of the preparation and management of a section of a course when sufficient assistance is not available, for new course prep, or course development or transformation of a course.

06. WORKLOAD CREDIT FOR OTHER PROFESSIONAL RESPONSIBILITIES

- 06.01 Chair Assignment – Workload credit of 6.0 will be granted for chairing an academic unit on the basis outlined in PPS 1.03.
- 06.02 Director of Clinical Education (DCE) Assignment – Workload credit of 3.0 will be granted for the faculty member serving as the DCE for maintaining clinical affiliations, recruiting, and supervising clinical faculty, establishing clinical education rotations all student cohorts, and meeting essential accreditation standards required by national accreditation guidelines and standards.
- 06.03 Director of the Texas State Sleep Center Assignment – Workload credit of 3.0 will be granted for the faculty member serving as director of the sleep center for maintaining sleep tech staff and the sleep center facility while meeting essential accreditation standards by national accreditation guidelines and standards.
- 06.04 Program Coordinator for the Master of Science in Respiratory Care (MSRC) Program – Workload credit of 3.0 will be granted for the faculty member serving as Program Coordinator of the MSRC Program for marketing, recruitment, faculty course assignments, new concentration development, course development, and service to the University Graduate Council while meeting essential accreditation standards by national accreditation guidelines and standards.
- 06.05 Program Coordinator for the Bachelor of Science in Respiratory Care Online Completion Program (RRT-to-BSRC) – Workload credit of 3.0 will be granted for the faculty member serving as Program Coordinator of the BSRC Online Completion Program for marketing, recruitment, faculty course assignments, new concentration development, and course development while meeting essential accreditation standards by national accreditation guidelines and standards.
- 06.06 Academic Activity Adjustment – Workload credit may be granted to a faculty member for preparing major documents in fulfillment of program needs or accreditation requirement including accreditation reports, preparing the Academic Program Review self-study, special program development, special duties associated with curriculum changes, courses requiring extensive student contact in the clinical education setting, and other special assignment as defined by the chair.
- 06.07 Administrative Activity Adjustment – Workload credit may be granted to a faculty member serving in an extraordinary demanding role as chair of certain committees, task forces, the Faculty Senate, or when performing other significant administrative activities. OBJ

- 06.08 Developmental Leave Adjustment – Up to twelve workload credits per semester may be assigned to a faculty member who is awarded a Faculty Developmental Leave by the Board of Regents.
- 06.09 Research Buy Out Adjustment – Workload credit will be granted to a faculty member who has secured external funding to pay for a portion or all his/her salary and thus “buy out” time.
- 06.10 Professional Activity Adjustment – Workload credit may be granted for professional activities related to extensive service to a professional organization or editorship of a professional journal.
- 06.11 Research/Grant Activity Adjustment – Workload credit may be granted to a faculty member who is participating in major research or grant related activities according to guidelines found in AA/PPS 04.01.40.06.
- 06.12 Emergency/Work life Workload Adjustment – Teaching loads may fluctuate because of illness, sudden emergencies, care of a newborn child or an adopted or foster child younger than five, or other family member in need of such, and other unanticipated needs, which may require a faculty member to request a lighter load. All temporary exceptions to the basic teaching load policy must be in writing, and must carry the approval of the chair, and the dean with a copy to the provost.
- 06.13 Workload credit may be granted to a faculty member teaching a large on-line course (N=30) to compensate for

07. WORKLOAD CALCULATION AND REPORTING


- 07.01 The Faculty Records Office will distribute the workload report for review and completion by chairs following the 12th semester day.
- 07.02 The final internal workload report will be distributed to deans and the Faculty Senate; deans will distribute to chairs. At that time the chair will provide each faculty member with a copy of his/her workload report. The chair will provide a copy of the departmental report or summary report to the departmental personnel committee.

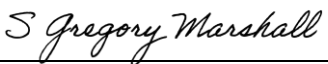
08. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS RC/PPA

- 08.01 Major responsibilities for routine assignments associated with this PPS include the following:
- 08.02 The Chair and the Personnel Committee of the Department of Respiratory Care shall review this PPS E2Y or as needed.

09. CERTIFICATION STATEMENT

09.01 This RC/PPS has been approved by the following individuals in his/her official capacity and represents Department policy and procedures from the date of this document until superseded.

Reviewer:  Date: 10/30/2024
[Chris Russian \(Oct 30, 2024 08:42 CDT\)](#)
Personnel Committee Chair

Approved:  Date: 10/30/2024
Department Chair