

CBAPPS 5.06

Effective Date: 05/08/2026

Last Review Date: 09/01/2030

Next Review Date: 09/01/2030

Sr. Reviewer: Dean, McCoy College

MCCOY COLLEGE OF BUSINESS

CBAPPS 5.06: Workload Policy

POLICY STATEMENT

The purpose of this policy is to define workload classifications assigned to McCoy College faculty, that encourages excellence and emphasizes academic professionalism.

UNIVERSITY POLICIES

AA/PPS 04.01.40 Faculty Workload

AA/PPS 04.02.20 Tenure and Promotion Review

AA/PPS 04.02.10 Performance Evaluation of Continuing Faculty and Post-Tenure Review

MCCOY COLLEGE POLICIES

CBAPPS 5.01 Faculty Evaluation

CBAPPS 5.02 Evaluation of Non-Tenure Track Faculty for

Reappointment CBAPPS 5.03 Evaluation of Tenure-Track Faculty for

Reappointment CBAPPS 5.05 Tenure/Promotion Policy

CBAPPS 5.07 Criteria for Faculty Qualifications

CBAPPS 5.09 Faculty of Practice Recruitment, Appointment, and Activities CBAPPS 5.10

Clinical Faculty Recruitment, Appointment, and Activities

FACULTY WORKLOAD CLASSIFICATIONS

- 1) By January 31st of each year, faculty members will update their data in the Faculty Qualifications System in preparation for the annual evaluation process described in CBAPPS 5.01. As part of the annual faculty evaluation process, the Department Chair will evaluate the faculty member's performance across teaching, research, and service. The Chair will meet with each faculty member to review his/her performance evaluation.
- 2) Based on the annual evaluation, the Department Chair will assign each faculty member one of the following workload classifications for the subsequent academic year. As per current University policy, faculty in each of the following classifications will be

assigned twelve workload credits per semester:

a) Scholarly Academic (SA) Workload

- i) Tenure-track assistant professors who are SA teach six workload credits per semester (i.e., a “2-2” teaching load), with six workload credits assigned for research.
- ii) Tenured associate or full professors who are SA teach nine workload credits per semester (i.e., a “3-3” teaching load), with three workload credits assigned for research. Associate and full professors who do not hold endowed chairs and who maintain SA faculty qualification status may, in consultation with the chair, be eligible for reduced teaching loads based on their research productivity over a two-year review period:

(1) **One A/3-level publication**

Faculty who publishes **one article** in an ABDC **A** journal or a CABS **3** journal or in a comparably rated journal in another recognized index (e.g., SCOPUS)—may be eligible for a **3–2 teaching load** (nine workload credits in one semester and six in the other) in the following academic year.

(2) **Two A/3-level publications**

Faculty who publishes **two articles** in ABDC **A** or CABS **3** journal—or in comparably rated journals in another recognized index (e.g., SCOPUS)—may be eligible for a **2–2 teaching load** (six workload credits per semester) in the following academic year.

(3) **One A*/4-level publication**

Faculty who publishes **one article** in an ABDC **A*** journal or a CABS **4** journal—or an equivalently rated journal in another recognized index (e.g., SCOPUS) —may be eligible for a **2–2 teaching load** (six workload credits per semester) in the following academic year.

- iii) Endowed chairs who are SA teach three workload credits per semester (i.e., a “1-1” teaching load), with nine workload credits assigned for research.

b) Scholarly Practitioners (SP) Workload

- i) Full-time, non-tenure track faculty who maintain SP status will teach nine workload credits in one semester and twelve workload credits in the other semester (i.e., a “3- 4” teaching load), with a total of three workload credits per academic year assigned for research.

c) Practice Academics (PA) Workload

- i) Full-time faculty who maintains PA status will teach twelve workload credits (i.e., a “4-4” teaching load). They may be eligible for a workload release based on participation in special engagements assigned by the dean or department chair and teach nine workload credits in one semester and twelve workload credits in the other semester (i.e., a “3-4” teaching load), with a total of three workload credits per academic year assigned for special engagements.

- d) Instructional Practitioner (IP) Workload
 - i) Full-time faculty who maintains IP status will teach twelve workload credits (i.e., a “4-4” teaching load). Lecturers may be eligible for a workload release based on participation in special engagements assigned by the dean and teach nine workload credits in one semester and twelve workload credits in the other semester (i.e., a “3- 4” teaching load), with a total of three workload credits per academic year assigned for special engagements.
- e) Additional (A) Workload
 - i) Full-time faculty who fails to meet the college’s criteria for SA, PA, SP or IP status will be classified as Additional and teach twelve workload credits (i.e., a “4-4” teaching load).
- 3) Other Considerations:
 - Tenured associate or full professors who do not maintain SA status will teach twelve workload credits (e.g., a “4-4” teaching load).
 - a) The Department Chair will make workload reports available to the Department Personnel Committee, the Dean, and the College of Business Council following submittal to the Provost.
 - b) In the event that another externally validated journal list becomes available and is suggested by the faculty, the College of Business Council shall determine whether the suggested list is adopted.
- c) Decisions about course reductions are made at the discretion of the Department Chair in consultation with the affected faculty. All course reductions must take into consideration the needs, resources, and policies of the Department, the College, and the University, as well as the individual’s professional goals.

¹ The acceptance date of the article will be used as the “publication date.” Faculty must upload a copy of the acceptance email to Faculty Qualifications.

CERTIFICATION STATEMENT

This CBAPPS has been approved by the reviewers listed below and represents the McCoy College of Business policy and procedure from the date of the document until superseded.

Last Update: 05/08/2026
Review Cycle: E5Y
Next Review Date: September 1, 2030

CBAC Review: *Phillip Davis* Date: 05/08/2026
[Phillip Davis \(May 8, 2026 14:00:28 CDT\)](#)

Associate Dean for Faculty Success and Research

Governance Review: *Kevin Jetton* Date: 05/08/2026
[Kevin Jetton \(May 8, 2026 14:04:34 CDT\)](#)

Governance Committee Chair

College Approval: *Sanjay Ramchander* Date: 05/12/2026
[Sanjay Ramchander \(May 12, 2026 08:50:32 CDT\)](#)

Dean, McCoy College of Business