

<b>The University of North Texas at Dallas Policy Manual</b>	Chapter 6.000
<b>6.007 Academic Workload</b>	<b>Faculty Affairs</b>

**Policy Statement.** The purpose of this policy is to establish procedures for assigning the academic workload of faculty. The workload of faculty members encompasses a variety of teaching and student success, research, scholarly, and creative activities, and service and public engagement

activities. When determining the academic workload of faculty members, the University will give appropriate weight to these duties and responsibilities in light of institutional needs.

**Application of Policy.** This policy applies to all full-time faculty members.

**PROCEDURES AND RESPONSIBILITIES.**

**Faculty Academic Workloads.**

The responsibility for assigning faculty workloads shall rest with the department chairs and division deans with faculty consultation. The Provost will approve faculty workloads in advance of assignments. Workloads for faculty shall be determined to maximize the institution’s overall quality, efficiency, and effectiveness. The collective faculty work assignments should yield a balanced portfolio of activities for each academic degree program consistent with the mission of the university. The standard teaching load for non-tenure-track faculty is 12 credit hours per semester. The standard teaching load for tenured and tenure track faculty is 12 credit hours per semester with a possibility of 9 credit hours per semester for tenured and tenure track faculty with demonstrated research productivity. Faculty workloads may be adjusted to reflect other assignments recommended by the deans and approved by the Provost to achieve the needs and goals of the University. Evidence of maintaining currency in one’s teaching field is required to maintain the standard teaching load for tenured and tenure-track faculty.

**Chair Academic Workloads**

Departmental chairs are appointed by the appropriate dean for a three year period of time. The appointment is renewable, not to exceed six years. Workloads for chairs will be determined to maximize the institution’s overall quality, efficiency and effectiveness. The standard teaching load for departmental chairs is 6 credit hours per semester. Chair workloads may be adjusted to reflect other assignments recommended by the deans and approved by the Provost to achieve the needs and goals of the University. Evidence of maintaining currency in one’s teaching field is required to maintain the standard teaching load for chairs.

The Provost shall be responsible for reviewing the division and departmental teaching loads and related academic assignments and for monitoring compliance. Each semester, the Provost will prepare a report to the President of the University that addresses compliance with the institutional rules and regulations. This report will include copies of any forms the institution may develop for reporting individual faculty academic workloads. These reports will provide the means for demonstrating the University's accountability in faculty workload assignments.

Within 30 days of the end of each academic year, the President of the University will file such reports as are required by Regents Rule 06.602 and § 51.402(c) of the Texas Education Code with the Board of Regents and the Texas Higher Education Coordinating Board.

**Faculty Complaints.**

Faculty members may file a written complaint regarding a workload assignment in accordance with the applicable appeals procedure in the Faculty Grievance Policy (6.017).

**References and Cross-references.**

TEX. EDUC. CODE §51.402

Regents Rule 06.600.

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