

## 1. PURPOSE

- 1.01 The faculty workload policy for Sam Houston State University is designed to comply with V.T.C.A., Education Code §51.402, and will be reported to the Texas Higher Education Coordinating Board and included in the operating budget for the University. The purpose of this policy is to specify how a faculty member's workload is determined and implemented to meet University goals and to ensure that faculty workloads are distributed equitably, as well as carried out efficiently and effectively. This policy is also designed to provide guidance to each academic unit in developing department/school-specific workload policies in consultation with the dean. The workload policy recognizes that faculty members' interests, strengths, and skills vary and provides flexibility to assign workloads that meet the University's needs, and interest and skill sets of the faculty.
- 1.02 This policy also establishes responsibilities for monitoring and reporting faculty workload, and for reporting workload compliance to The Texas Higher Education Coordinating Board (THECB).
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- d. Graduate or Doctoral Teaching Assistant—considered faculty for workload reporting purposes.
- 2.02 Full-time faculty workload equates to 12 workload credit each fall, spring, and long summer semester. Summer employment may be available to faculty with nine-month contracts. Faculty workload may include a combination of teaching or librarianship, conducting scholarly/creative activities, and performing service or administrative duties.
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- 3.08 As need dictates, faculty members may be requested on occasion to carry a teaching or service workload beyond normal expectations. In such instances, compensation for teaching overloads shall be granted in accordance with *Instructional Overload Assignment* (APS 810701).
- 3.09 Department chairs/school directors and deans are responsible for ensuring appropriate workload and resource stewardship by reviewing academic unit policies and workload reports, and monitoring policy compliance. They are also responsible for implementing early oversight of faculty workload to ensure equity and appropriate resource stewardship for future semesters.

#### 4. REPORTING RESPONSIBILITIES

- 4.01 At the beginning of each fall, spring, and long summer semester, it is the responsibility of each department chair/school director to report to the appropriate dean the workload assignment of each faculty member within their academic unit.
- 4.02 It is the responsibility of each dean to review workload entries and to transmit to the Provost and Sr. Vice President for Academic Affairs a report of workload assignments of all faculty members within their college, and to explain each instance in which a faculty member's workload assignment deviates from the approved college workload handbook or this policy.
- 4.03 The Provost and Sr. Vice President for Academic Affairs shall have final responsibility for the submission of faculty workloads to THECB in conformity with this policy subject only to review by the President and final action by The Texas State University System Board of Regents.

APPROVED: \_\_\_\_\_ <signed>  
Alisa White, Ph.D., President

DATE: \_\_\_\_\_ 7/6/2023

**CERTIFICATION STATEMENT**

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: June 1, 1979  
Reviewer(s): Academic Affairs Council

Review Cycle: Five years\*  
Review Date: Spring 2028

Approved: \_\_\_\_\_<signed>\_\_\_\_\_  
Michael T. Stephenson Ph.D.,  
Provost and Sr. Vice President  
for Academic Affairs

Date: \_\_\_\_\_7/3/2023\_\_\_\_\_

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