

# DEPARTMENT OF MATHEMATICS AND STATISTICS WORKLOAD POLICY

May 2013

## Introduction

Faculty are required by Texas law to meet a minimum workload of 18 semester credit hours each nine-month academic year. The standard in the Mathematics & Statistics Department, is that this mandated minimum is met with 12 hours of traditional course credits, with the remaining 6 hours being met by other faculty duties, such as research, advising graduate students, and service.

The purpose of this document is to provide (proposed) guidelines to assist faculty when making an application-based course release request from the standard 12 hours of traditional teaching to 9 or 6 for an academic year.

## Summary

Faculty are required by Texas law to meet a minimum workload of 18 semester credit hours each nine-month academic year. Normally, 12 of these semester credit hours are met by traditional or electronic classroom instruction, i.e., a standard teaching load of two courses per semester in the Department of Mathematics and Statistics. The other 6 semester credit hours are satisfied by equivalent professional activities such as preparing proposals for funding, publishing research papers, research direction and supervision of graduate or undergraduate students, and performing administrative duties.

Summarized in the following table are the equivalent teaching load credits for some of these activities as specified in TTU Operating Policy and Procedure OP 32.18. This is not an exhaustive list, but is meant to illustrate some of the more common duties that can be reflected in a faculty member's workload.

Activity	Teaching Load Credit (Per Semester)
1 hour undergraduate instruction	1 hour credit
1 hour graduate instruction	1.5 hour credit
doctoral dissertation direction	0.33 times credit hour enrollment in Math 8000 <b>or</b> 1 hour credit at discretion of chair
master's thesis direction	0.2 times credit hour in Math 6000 or 0.6 hour credit at the discretion of chair
significant administrative responsibility	3 hour credit
significant peer-reviewed research or professional service*	(up to) 3 hour credit

\*For more details on research and professional service see the accompanying appendix or the O.P. 32.18.

## **Course Load Considerations**

Occasionally, certain faculty exceed, or even far exceed, the minimum workload requirements or special circumstances occur such that an individual's workload far exceeds the average for the department. Course load reduction adds flexibility in accommodating these situations. It is anticipated, however, that available release time will be quite limited. Due to the current teaching needs of the department (and their anticipated increase), a particular faculty member exceeding, or even far exceeding, the 18 hour minimum cannot be viewed as automatically leading to a course reduction to 9 or 6 traditional classroom hours. If all of our faculty members who exceed this 18 hour minimum were automatically granted course reduction, it would be impossible to meet the teaching needs of the department.

Consequently, we propose that a Course Load Relief Application can be made where faculty can make known to the chair and the executive committee the faculty member's current and past workloads, based on OP 32.18, and can request course relief when available. Should situations develop to make more release time available, applications can be re-evaluated.

To apply for a course reduction, a faculty member needs to explain how his or her workload exceeds the minimum workload of 12 plus 6 credit hours for the academic year. This workload will be considered relative to the department as a whole.

It should be noted that without the special approval of the Provost/Senior Vice President for Academic Affairs, a full-time faculty member is not allowed to teach fewer than two organized courses in an academic year.

## **Suggested Considerations In Course Load Relief Application**

Combinations of the items below and how a course reduction would benefit the individual or the department can be included in an application for a reduced teaching load of 9 or 6 traditional credit hours. Every faculty member's work is different and no specific list can include all possible forms of research and service. This is not meant to be an exhaustive list of what can be used to justify a teaching load reduction. It is simply a list of examples of some of the work by faculty that may be considered in a request for a reduced teaching load.

### **1. Estimation of workload for current academic year:**

- a) Uncompensated summer sessions (courses taught; graduate students registered for 5099, 5399, 6000, 6310, 7000, or 8000)
- b) Graduate and undergraduate courses expected (or requested) to be taught in the current academic year
  - i. Are any of these new course(s)?
  - ii. Which of these courses have you taught in the past 5 academic years?
  - iii. Do any of these courses have high enrollment?
  - iv. Will you be supervising TA's?
  - v. Do you have course coordinator responsibilities?
- c) Number of graduate students (MS and PhD) being directed (and are they registered for 8000, 6000, etc.)
- d) Membership on graduate committees of any graduating MS or PhD students
- e) Undergraduate research students and other significant mentoring activity such as Clark scholars.

### **2. Evidence of significant peer-reviewed research that you would like to be considered? (e.g., recent publications/submissions and some statement of research that would be enabled by the course reduction this year.)**

3. Obtained external funding or upcoming major proposals for funding that you would like to be considered? (e.g., description and deadline of proposal. Who are PI's and co-PI?)
4. Evidence of significant service that you would like to be considered? (e.g., departmental service, outreach, university service, service to research community, editor, officer for a research organization, refereeing, reviewing, etc.)
5. Other significant responsibilities you would like to be considered?
6. When (if ever) was your most recent workload reduction received? Estimated workload for each of the academic years since your previous course reduction.
7. An important research project requiring particular attention during the upcoming year, e.g., if a collaborator is visiting for a term.
8. Writing a major research monograph.
9. Extracurricular activities of professional interest, but not part of the faculty members usual duties, e.g., organization of professional workshops, ongoing working groups or major conferences.

## **Appendix**

This Appendix contains a brief summary of the items from the OP that could be used by faculty to justify extra workload credit. Faculty are encouraged to read the full OP (OP 32.18 Academic Workload Calculation).

Credit for teaching in summer sessions that is uncompensated by funds appropriated for instructional purposes will be applied to the following academic year.

Faculty members developing courses primarily for electronic delivery, as part of the normal teaching load, will be granted teaching load credit equal to the course semester credit hours for one semester before the course is to be delivered. The first semester the course is taught by electronic means, faculty members will receive teaching load credit that is 1.5 times the semester credit hours of the course. Faculty will receive normal workload credits for the second and subsequent offerings of these courses.

Teaching load credit for doctoral dissertation direction will be granted to graduate student committee chairpersons on the basis of 0.33 of the semester credit hour enrollment in their dissertation courses or, at the discretion of the unit head, on the basis of 1 credit per doctoral student. Teaching load credit for master's thesis direction will be granted to graduate student committee chairpersons on the basis of 0.2 of the semester hour enrollment in their thesis courses or, at the discretion of the unit head, on the basis of 0.6 credits per master's student. Normally, no more than six teaching load credits per semester can be counted toward the statutory teaching load through chairing dissertation or master's committees.

Teaching load credit to members of thesis and dissertation committees will be granted (in addition to any directed study credits for which the student is appropriately enrolled) on the basis of 0.5 credits per student to be awarded once per student after the student files the Statement of Intent to Graduate.

When a faculty member is responsible for developing a new course (lecture, laboratory, studio, etc), one additional teaching load credit will be assigned in the first semester the course is taught. Additional teaching load credits, up to a total of two, may be granted upon approval of the unit head.

When a faculty member is teaching a course (lecture, studio, etc.) that he or she has not taught in the last five years, .5 additional teaching load credits will be assigned in the semester that the faculty

member resumes teaching the course. ” Up to three teaching load credits per semester may be granted, with prior approval of the line dean, to faculty members for significant administrative responsibilities, for significant academic advisement, and for duties associated with appointment as an associate chairperson or other non-teaching academic service to the department.

Up to three teaching load credits per semester may be granted, with prior approval of the line dean, to a faculty member who is engaged in significant, peer-reviewed research or service such as development of a major research proposal (e.g., an interdisciplinary proposal or one involving several co-principal investigators) or an equivalent effort in unfunded research, leadership in a major professional organization, editorship of a professional journal, service as president of the Faculty Senate, chairing university committees, service as director of a university-sponsored center or institute, development of a significant interdisciplinary program, or a major teaching-related professional development activity.

With the approval of the president, limited teaching load credit may be granted to carry out major responsibilities, not covered above, that are performed in the best interest of the institution's instructional programs as determined by the president. Teaching load credit granted by the president of the university for such purposes is limited to one percent of the total semester credit hours taught at the university during the previous year.