

TEXAS STATE TECHNICAL COLLEGE
STATEWIDE OPERATING STANDARD

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| STATEWIDE OPERATING STANDARD | | |
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| No. ES 1.15 | Page 1 of 5 | Effective Date: 02/12/2019 |
| DIVISION: | Educational Services | |
| SUBJECT: | Faculty Expectations and Workload | |
| AUTHORITY: | Minute Order #01-16 | |
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| PROPOSED BY: | Jeff Kilgore | |
| TITLE: | Vice Chancellor & Chief Academic Officer | Date: 02/12/2019 |
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| RECOMMENDED BY: | Jeff Kilgore | |
| TITLE: | Vice Chancellor & Chief Academic Officer | Date: 02/12/2019 |
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| APPROVED BY: | Mike Reeser | |
| TITLE: | Chancellor | Date:02/12/2019 |

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 Proposed 2006

I. STATEWIDE STANDARD

POLICY: It is the policy of Texas State Technical College (TSTC) that, for the collective benefit of students, the institution, and the faculty, the College assign full-time faculty members fair and equitable instructional duties commensurate with their teaching discipline and other responsibilities.

II. PERTINENT INFORMATION

[Texas Education Code, Section 135.01](#) establishes the role and mission of the College. TSTC is authorized through this statute to serve Texas through excellence in instruction, public service, faculty and manpower research, and economic development.

[Texas Government Code, Section 658.007](#) authorizes TSTC to determine the minimum length of the work week and the maximum length of a work day to achieve and maintain operational efficiency. Under this section, a full-time salaried employee may not be authorized to work less than 40 hours per week.

III. GENERAL GUIDELINES

[Texas Education Code, Section 51.402](#), establishes the standards for developing and recommending policies and reports for academic faculty workloads and services. This statutory section shall serve as the basis for development of the College's policy for faculty expectations and workload minimums. Subsection (b) of 51.402 of the Code recognizes that important elements of workload include classroom teaching, basic and applied research, and professional development. Workload for TSTC faculty members shall be expressed in terms of instructional activities; administrative assignments; instructional development; and service to students, external constituents, and the College.

IV. DEFINITIONS

Administrative Assignments: Assignments that directly supplement the institution's teaching function. Administrative assignments include, but are not limited to: department chair, assistant department chair, and lead instructor.

Department Assignments: Departmental assignment for faculty course load purposes; calculated based on the major(s) to which a section being taught by a faculty member is assigned.

Direct Instructional Activities: Activities involving interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. Direct instructional activities typically occur in a classroom or laboratory setting and encompass one or more of the following instructional methods: lecture, laboratory, practicum, seminar, self-paced instruction, distance learning instruction, supervision of internships, and cooperative education.

Faculty Workload: An expression of the equivalent number of hours worked by a faculty member in instructional activities, administrative assignments, instructional development, and other approved activities.

Full-Time Faculty Member: A person employed full-time by a TSTC campus as a member of the faculty and tasked with duties that are primarily teaching.

Instructional Activities: Activities that include the following: class preparation; scheduled and unscheduled instruction in classes, seminars and workshops, both on and off campus; informal meetings; help sessions; individual instruction and office hours; laboratory and studio or clinical-based teaching and training; course and curriculum development; professional project assistance; grading and assessment of student work; academic and career advising students; and any tasks that contribute to the overall academic enterprise.

Instructional Development: Activities associated with development and/or improvement of programs or courses that include, but are not limited to, the following activities: review and updating of current course content; creation of new courses, new course format, or new course materials; and research and collaboration to develop instructional programs requested or required to meet business and industry needs.

Professional Development: Activities such as seminars, workshops, courses, etc., that are required by faculty members to stay abreast of technological developments in their respective fields.

Service: Institutional, community, and professional activities that assist individuals or organizations in solving problems through consultation and information transfer. Activities associated with service to students, external constituents, and TSTC include, but are not limited to, the following: serving on College and/or departmental committees, the Faculty Senate and its various committees, accreditation committees, etc.; serving as a student organization sponsor or advisor; holding office in a professional society; serving as an editor or on an editorial board; reviewing manuscripts for professional journals; lecturing for community/civic organizations; and consulting with external constituents. Activities for which the faculty member is compensated by an external entity are not considered service for the purposes of workload.

V. DELEGATION OF AUTHORITY

The Chancellor has the authority and delegates to the Vice Chancellor & Chief Academic Officer (COA) and the Deputy Chief Academic Officer the responsibility to establish procedures to ensure compliance with this Statewide Operating Standard (SOS).

VI. PERFORMANCE STANDARDS

1. All full-time faculty are assigned workloads in accordance with the Operating Requirements of this SOS.

APPENDIX

VII. RELATED STATEWIDE STANDARDS. LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

[Texas Education Code, Section 135.01](#)

[Texas Government Code, Section 658.007](#)

[Texas Education Code, Section 51.402](#)

[Faculty Expectations and Workload Administrative Guidelines](#)

VIII. OPERATING REQUIREMENTS:

1. The Deputy Chief Academic Officer shall set equivalency rules for faculty workloads to determine how Clinical & Practicums, non-traditional teaching situations, and other modes of direct student contact shall be counted toward workloads.
2. The assigned Associate Provost and Department Chair, in consultation with the administrative team, are responsible for implementing the College's workload requirements, for reviewing College and department assignment patterns, and for monitoring compliance with the College's workload requirements.
3. Full-time faculty members shall be assigned a minimum workload equivalent. Faculty members may be consulted prior to the determination of their teaching schedule and work assignments; however, the CAO and/or a divisional/departmental designee shall assign faculty workloads and assignments as needed.
 - a. The teaching load range of faculty instructing lower division Academic Course Guide Manual (ACGM) courses shall be 15 to 18 hours of classroom instruction per week.
 - b. The teaching load range of faculty instructing Workforce Education Course Manual (WECM) courses shall be 18 to 24 hours of classroom instruction per week.
 - c. The teaching load range of faculty instructing Developmental Education courses shall be 16 to 20 hours of classroom instruction per week. An assigned lab hour load has the same weighting as an assigned lecture hour load.
 - d. The teaching load range of faculty instructing College Success courses shall be 16 to 20 hours of classroom instruction per week.
 - e. Workforce Training or Continuing Education Units (CEU) teaching assignments may be used in the calculation of workload with

proper approval from the assigned Provost, Vice President, and Workforce Development Director.

- f. Faculty members may be requested to teach an overload (more than 18 hours for faculty teaching ACGM courses, more than 20 hours for faculty teaching Developmental Education courses, and more than 24 hours for faculty teaching WECM courses) when necessary to fulfill program, department, or College needs on an occasional and/or temporary basis.
4. Faculty members may decline an overload, but timely notification of overload denial must be provided to the faculty member's direct supervisor. Faculty members whose calculations of workload assignments exceed load range maximums may be eligible for additional (overload) pay, with proper approval.
5. The assigned Provost and Senior Vice President, in consultation with the administrative team, may correspondingly reduce workloads or warrant additional stipend pay to faculty members holding certain instructional appointments.
6. Each full-time faculty member shall be expected to share responsibilities related to the total concerns of TSTC. Such responsibilities may include instructional development, professional development, service assignments, recruitment, advising duties, and other duties as assigned.