



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual



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University Operating Policy/Procedure (OP) OP 06.17: Faculty Workload (Teaching Load Policy)

Approval Authority:	President <u>Board of Regents</u>
Policy Type:	University Operating Policy and Procedure
Policy Owner:	Provost and Vice President for Academic Affairs
Responsible Office:	Provost and Vice President for Academic Affairs
Next Scheduled Review:	08/01/2022 <u>5</u>

I. Policy Statement

The purpose of this Operating Policy/Procedure (OP) is to establish rules and regulations concerning faculty academic workloads at Midwestern State University (“MSU” or “University”), a component institution of the Texas Tech University (“TTU”) System, including standard academic workload, adjustments to workload, and administrative responsibility and compliance.

II. Reason for Policy

The purpose of this Operating Policy/Procedure (OP) is to establish rules for calculating the statutory workload of faculty to comply with Sections 51.402 and 51.403 [BMM] of the

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Texas Education Code and with TTU System Regents' Rules 04.06^[BMM2]. This OP is a mechanism for ensuring that each faculty member meets the statutory teaching load minimum.

III. Application of Policy

The policy applies to faculty as defined in OP 06.01 Faculty and OP 06.24 Academic lecturers, as well as administrators with part-time faculty assignment as defined by OP 06.22 Administrators with Faculty Appointment.

I.V. Definitions of Types of Instruction

For purposes of this OP:

Clinical: Practical, applied student work on or off campus in a health-related facility under the supervision of a faculty member or a health practitioner and regular consultation with a faculty member.

Direction of a Music Ensemble: Applied music lesson for a group of students.

Direction of a Play: Rehearsal and production of a play.

Exhibition: Direction and supervision of the mounting of an art exhibition.

Independent Study: Individual student scholarship with faculty guidance.

Internship & Practicum: Practical, applied student work on campus under the supervision of a faculty member or off campus under the supervision of a professional in the student's field and regular consultation with a faculty member.

Laboratory: Practical, applied student work in an appropriate university facility under the supervision of a faculty member.

1. **Lecture:** Traditional method, on-ground or via distance education

Practice: Informal practical applied student work. Usually, these are activities in which students would participate even if no credit was given because of their degree program or a special commitment.

Private Lesson: Applied music lesson for an individual student.

2. **Seminar:** Highly interactive course delivery to a small class, on-ground or via distance education.

3. ~~**Laboratory:** Practical, applied student work in an appropriate university facility under the supervision of a faculty member~~

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4. **Studio:** Practical, applied student work in a university art studio under the supervision of a faculty member.
- ~~5. **Internship & Practicum:** Practical, applied student work on campus under the supervision of a faculty member or off campus under the supervision of a professional in the student's field and regular consultation with a faculty member~~
6. **Student Teaching:** Practical, applied student work in a school setting under the supervision of a teacher and regular consultation with a faculty member.
- ~~7. **Clinical:** Practical, applied student work on or off campus in a health health-related facility under the supervision of a faculty member or under the supervision of a health practitioner and regular consultation with a faculty member~~
- ~~8. **Practice:** Informal practical applied student work. Usually, these are activities in which students would participate even if no credit were given because of their major degree program or a special commitment.~~
- ~~9. **Exhibition:** Direction and supervision of the mounting of an art exhibition~~
- ~~10. **Independent Study:** Individual student scholarship with faculty guidance~~
11. **Thesis Direction:** Guidance of a master thesis and chairing the thesis committee.
- ~~12. **Private Lesson:** Applied music lesson for an individual student~~
- ~~13. **Direction of a Music Ensemble:** Applied music lesson for a group of students~~
- ~~14. **Direction of a Play:** Rehearsal and production of a play~~

V. Procedures and Responsibilities

A. Relation of Faculty Academic Workload Requirements to the University's Role and Scope

Midwestern State University is a regional public university committed to providing students with rigorous undergraduate and graduate education in the liberal arts and the professions. Through an emphasis upon teaching, augmented by the opportunity for students to engage in research and creative activities alongside faculty and to participate in co-curricular and service programs, Midwestern State University prepares its graduates to embark upon their careers or pursue advanced study. [BMM3] The University serves primarily as an instructional institution, and the standard academic workload assignment reflects this emphasis on classroom and related instruction. [BMM4]

B. Standard Academic Workload

A. Assignments

The standard academic workload for faculty members at Northwestern State University who are paid full-time from the appropriations item "Faculty Salaries" shall be four lecture courses or the equivalent of twelve semester credit hours of instruction each long semester. Variation in the twelve-hour academic workload occurs at the discretion of the President of the University, dependent on other academic responsibilities assigned to faculty members. The minimum academic workload for faculty members at Northwestern State University who are paid full-time from "Faculty Salaries" shall be three lecture classes or the equivalent of nine semester credit hours of instruction in organized classes each long semester.

C. Adjustments to Standard Academic Workload

Adjustments to the standard faculty academic workload may be made as follows. If several categories coincide, only the largest reduction will be applied. Exceptions to the following general guidelines should be defined within college and department load calculation procedures, and these procedures should be kept on file within the office of the Department Chair and Dean.

1. Lecture, seminar: The load is equivalent to student credit hours.
2. Faculty teaching non-dual-listed graduate courses during a regular semester will may receive as many hours of release time as they are assigned to the graduate course(s) they are teaching, up to three credit hours. No such release is granted during the summer.
are assigned to the graduate course(s) they are teaching, up to three credit hours. No such release is granted during the summer.
3. Laboratory: The load Laboratory: The load is half that of weekly contact hours with the exception of except for upper-level science laboratories, where the load is equivalent to weekly contact hours.
4. Studio: The load in studio courses with a credit designation of "3 (2-4)" is four hours in a long semester and three hours in a summer term.
5. Undergraduate Internship and Practicum: The load is figured by multiplying student credit hours by the number of students and dividing the product by 12. - with the following exceptions: the load for JOUR 4123 is 1.5 hours; in the West College of Education, the load is equivalent to student credit hours.
6. Graduate Internship and Practicum: The load is calculated by multiplying student credit hours by the number of students and dividing the product by six.
7. Student Teaching Supervision: The load is figured by dividing the number of students by two.- Overload and part-time have a set amount of remuneration.
8. Clinical: The load is half that of weekly contact hours except for Dental Hygiene clinicals, where adjunct faculty are paid a set sum for each four-hour clinical session.

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9. Practice: There is no load credit.
- Affected classes are all varsity classes and apprenticeship classes.

10. Exhibition: The load is four hours.

11. Independent Study: The load does not count into a faculty member's teaching load.

The faculty member may receive a set amount for each student credit hour pending approval of the department chair and college dean and the availability of funds.

12. Thesis Direction: The load does not count into a faculty member's teaching load. Faculty members receive an amount equivalent to remuneration for three hours overload after seven theses have been completed under their direction and successfully defended.- Chairs and the Dean of the Graduate School will keep a log on monitor theses completed under the direction of each department faculty member.

13. Private Lesson: The load is figured by multiplying each half weekly contact hour by 0.3.- Overload and part time have a set amount of remuneration.

14. Direction of Music Ensemble: The load is figured by dividing the number of weekly contact hours by 1.5.

15. Direction of a Play: The load is three hours (THEA 2121/3121).

D. Exceptions to the Standard Academic Workload

Faculty may receive The provost and vice president for academic affairs may grant reduced teaching loads for cogent and well documented reasons. Usually, the provost and vice president for academic affairs will not allow more than six hours of release time a semester.

1. Exceptions to the standard academic workload may be made as follows with written approval through administrative channels.
 - a. A reduced teaching load may be granted for a faculty member with an administrative assignment, such as coordinator of special programs or multi-section courses.
 - b. A reduced teaching load may be granted temporarily if classes do not materialize and when additional classes cannot be assigned to the faculty member. This exception may not be granted for more than two consecutive long semesters for any faculty member. A faculty member granted a reduced teaching load under this provision may be assigned a corresponding increase in teaching load during a subsequent long semester.
 - c. A reduced teaching load may be granted where a faculty member has taught a load in excess of the standard requirements during the previous long semester. Such reduction in teaching load shall not exceed the previous overload taught by the faculty member.
 - d. A reduced teaching load may be granted for substantial academic advising responsibilities or for significant temporary academic administrative

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responsibilities relating to the institution as a whole.

e. A faculty member may work under an 11-month contract, in which summer load is included in the overall workload.

2. None of the above adjustments or exceptions to the standard academic workload are applicable to the minimum teaching load.

E. Administrative Release and Administrators with Part-Time Faculty Assignment

1. Administrative Release

~~Established~~ Reduced teaching loads for academically related responsibilities may be recommended by the department chair and approved by the dean contingent on the consent of the provost and vice president for academic affairs. ~~eaching load reductions are~~ Load credit is applied as follows:

a. Academic Department Chair: Up to three hours a semester.

— Academic Dean: 15 hours an academic year

b. Graduate Coordinator: Between zero and three hours a semester.

c. Chair of the Faculty Senate: Three hours a semester.

d. Faculty Athletic Representative: Three hours a year.

2. Administrators with part-time faculty assignment

Administrative officers who are paid partially from the line item appropriation "Faculty Salaries" may be assigned a prorated teaching load based on the minimum load of nine semester credit hours of undergraduate instruction for a full-time teaching assignment. The salaries for such employees paid from "Faculty Salaries" shall be prorated on the basis of their teaching load. The standard load of Academic Deans is 9 hours an academic year (15 hours release time for administrative responsibilities).

Salaries for administrative duties performed by administrative officers above the rank of Department Chair will not be paid from "Faculty Salaries" appropriations.

F. Administrative Responsibility for Monitoring Compliance

Administrative responsibility for monitoring compliance with these faculty academic workload rules and regulations is as follows:

1. The primary responsibility and accountability for scheduling the academic workload for faculty members, assuring an equitable and effective distribution of teaching assignments, and assuring individual compliance with institutional rules at Midwestern State University rests with the Department Chair.

2. Faculty assignments will be reviewed and approved by the Dean of the College at the time faculty teaching assignments are made by the Department Chair. The minimum teaching load may be scheduled by the Department Chair only upon the recommendation of the Dean of the College and approval of the Provost and Vice President for Student Affairs and the President of the University.

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3. The Dean of the College shall be responsible for determining that the proportion of time devoted to instructional activity is the same as the proportion of salary received from faculty salaries. This determination shall be based upon the teaching load requirements authorized under the Faculty Workload (Teaching Load Policy).
4. The Provost and Vice President of Academic Affairs is responsible for reviewing the college and departmental teaching loads and related academic assignments and monitoring compliance.
5. The Provost and Vice President of Academic Affairs will prepare a report to the President of the University each semester regarding compliance with the institutional rules and regulations, which will include copies of any forms Midwestern State University may develop for reporting individual faculty academic workloads.
6. The President of the University will forward such reports as may be required to the Board of Regents, the Texas Tech University System, and the Texas Higher Education Coordinating Board. These reports will provide the means for demonstration of the University's accountability in faculty academic workload assignments.

- ~~1. Instructional assignments are determined by the department chair and are subject to approval of the relevant college dean and provost and vice president for academic affairs.~~

~~The teaching load of a full-time faculty member is 12 undergraduate hours per regular semester.~~

~~Faculty teaching non-dual-listed graduate courses during a regular semester will receive as many hours of release time as are assigned to the graduate course(s) they are teaching, up to three credit hours. No such release is granted during the summer.~~

~~Faculty in the West College of Education teaching field-based courses (COUN 3143; EDUC 3153, 3163, 4106, 4113; READ 4203, 4213) will receive as many hours of release time as are assigned to the field-based course(s) they are teaching, up to three credit hours. No such release is granted during the summer.~~

~~Established teaching load reductions are: [BMM5]~~

- ~~1. Academic Department Chair: Up to three hours a semester~~
- ~~2.1. Academic Dean: 15 hours an academic year~~
- ~~3. Special Assistant to the Dean: Between three and six hours a semester~~
- ~~4. MSU Press editor: Three hours a semester~~
- ~~5. Director of the Honors Program: Six hours a semester~~
- ~~6. Director of Clinical Training (Psychology): Three hours a semester~~
- ~~7. Director of the University Art Gallery: 12 hours a year~~

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- ~~8. Director of the Bureau of Business and Government Research: Six hours a semester~~
- ~~9. Director of the Mamie Raborn Center for Economic Education: Six hours a semester~~
- ~~10. Director of the Munir Abdul Lalani Center for Entrepreneurship and Free Enterprise: Six hours a semester~~
- ~~11.1. Graduate Coordinator: Between zero and three hours a semester~~
- ~~12. Spectrum Coordinator: Three hours a semester~~
- ~~13. Clinical Coordinator in Respiratory Care: Three hours a semester~~
- ~~14. Coordinator of Pre-professional Programs (College of Science and Mathematics): Three hours a semester~~
- ~~15. Coordinator of the Writing Proficiency Exam: Three hours a semester~~
- ~~16. Athletic trainers not serving as Program or Clinical Coordinator: Eight hours a semester~~
- ~~17. Athletic trainers serving as Program or Clinical coordinator: Six hours a semester~~
- ~~18. Faculty Advisor of The Wichitan: Six hours a semester~~
- ~~19. Director of a Theatre Production: Three hours a semester~~
- ~~20. Supervisor of the Theatre Costume Shop: Three hours a semester~~
- ~~21. Supervisor of the Theatre Scene Shop: Three hours a semester~~
- ~~22. Supervisor of the Computer Writing Classroom: Six hours a semester~~
- ~~23. Nursing faculty who must practice in order to maintain certification (this mostly affects Nurse Practitioners): One hour a semester~~
- ~~24.1. Chair of the Faculty Senate: Three hours a semester~~
- ~~25.1. Faculty Athletic Representative: Three hours a year~~

~~Reduced teaching loads for academically related responsibilities may be recommended by the department chair and approved by the dean contingent on the consent of the provost and vice president for academic affairs.~~

~~If several categories coincide, only the largest reduction will be applied.~~

~~The provost and vice president for academic affairs may grant reduced teaching loads for cogent and well-documented reasons. Usually, the provost and vice president for academic affairs will not allow more than six hours of release time a semester.~~

It is the responsibility of the appropriate department chair and the dean properly to oversee the number of overload courses taught by each faculty member. [BMM6]

B. Determination of Teaching Load

~~Lecture, seminar: The load is equivalent to student credit hours.~~

~~Laboratory: The load is half that of weekly contact hours with the exception of upper level science laboratories where the load is equivalent to weekly contact hours.~~

~~Studio: The load in studio courses with a credit designation of "3 (2-4)" is four hours in a~~

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~~long semester and three hours in a summer term.~~

~~Undergraduate Internship and Practicum: The load is figured by multiplying student credit hours by the number of students and dividing the product by 12 with the following exceptions: the load for JOUR 4123 is 1.5 hours; in the West College of Education, the load is equivalent to student credit hours.~~

~~Graduate Internship and Practicum: The load is figured by multiplying student credit hours by the number of students and dividing the product by six with the following exceptions:~~

- ~~1. EDLE 5693, ECED 5143, EDUC 5583, EDUC 5883, and READ 6283 are treated like lecture courses;~~
- ~~2. COUN 6043, EDUC 6063/6073 are treated like student teaching; and~~
- ~~3. The load of nursing clinicals is half that of weekly contact hours.~~
- ~~4. PSYC 6153, 6163, 6173 are combined and treated like one lecture course.~~

~~Student Teaching Supervision: The load is figured by dividing the number of students by two. Overload and part time have a set amount of remuneration.~~

~~Clinical: The load is half that of weekly contact hours except for Dental Hygiene clinicals, where adjunct faculty are paid a set sum for each four hour clinical session.~~

~~Practice: There is no load credit. Affected classes are all varsity classes and apprenticeship classes.~~

~~Exhibition: The load is four hours (ART 4923).~~

~~Independent Study: The load does not count into a faculty member's teaching load. The faculty member may receive a set amount for each student credit hour pending approval of the department chair and college dean and the availability of funds.~~

~~Thesis Direction: The load does not count into a faculty member's teaching load. Faculty members receive an amount equivalent to remuneration for three hours overload after seven theses have been completed under their direction and successfully defended. Chairs and the Dean of the Graduate School will keep a log on theses completed under the direction of each department faculty member.~~

~~Private Lesson: The load is figured by multiplying each half weekly contact hour by 0.3. Overload and part time have a set amount of remuneration.~~

~~Direction of Music Ensemble: The load is figured by dividing the number of weekly contact hours by 1.5.~~

~~Direction of a Play: The load is three hours (THEA 2121/3121).~~

VI. Responsible Office

Contact: [Lana Scates](#), ~~Assistant to~~ Provost and Vice President for Academic Affairs
Phone: (940) 397 – 4226
E-mail: lana.scatesprovostoffice@msutexas.edu

VII. Revision History

- 11/10/1989: ~~As part of a thorough review of the University’s Policies and Procedures Manual, Policy 2.449 Faculty Workload (Teaching Load Policy) revised by deleting the specific reduced teaching loads for each division to provide for more administrative freedom in making this determination each year, renumbered 3.127, and adopted and approved by the MSU Board of Regents.~~ Adopted and approved by the MSU Board of Regents
- 05/10/1991: Revised by adding Radiologic Science modular format course workload requirements and adopted and approved by the MSU Board of Regents.
- 11/08/1991: Revised by striking the word “exclusively” from the second paragraph of the policy (“The standard teaching load for full-time faculty is twenty-four hours per academic year with the exception of those teaching two or more graduate courses. Nine hours per semester should constitute a full load for faculty teaching one or more ~~exclusively~~ graduate courses per semester.”).
- 05/08/1992: Revised by clarifying the standard teaching load for full-time faculty is twelve hours per each regular semester (“The standard teaching load for full-time faculty is ~~twenty four~~ twelve hours per academic year each regular semester with the exception of those teaching two or more graduate courses. Nine hours per semester should constitute a full load for faculty teaching one or more graduate courses per semester.”); eliminating teaching load provisions related to the Speech and Hearing Clinic and Radiologic Technology; and adding that the faculty advisor for the Wichitan (student newspaper) will receive six hours of teaching load credit.
- 2/12/1993: Revised by adding the following to subsection B of the section concerning Determination of Teaching Load: “For junior and senior level natural science laboratories, one hour of laboratory per week equals one hour teaching load.”
- 05/14/1993: Revised the policy’s second paragraph as follows: “The standard teaching load for full-time faculty is twelve hours per each regular semester with the exception of those teaching two or more graduate courses. Nine hours per semester ~~should~~ will constitute a full load for faculty teaching one or more graduate courses per semester.”
- 05/12/1995: Revised subsection O of the section concerning Determining Teaching Load as follows: “Radiologic Science modular format course: ~~Twelve~~ Thirty enrollments in three credit hour courses constitutes three hours of load credit. Students enrolled but under an incomplete status (I) do not count toward load credit.”

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05/09/1997: Revised the policy's second paragraph as follows: "The standard teaching load for full-time faculty is twelve hours per each regular semester [with the exception of those teaching two or more graduate courses]. Nine hours per semester will constitute a full load for faculty teaching one or more graduate courses per semester. Graduate faculty may apply for a modified teaching load of up to three hours reduction with approval of the division director and Vice President for Academic Affairs."

08/08/1997: Revised to better relate workload to teaching load and appropriately recognize the increased workload of the graduate faculty; and to clearly state policy and reflect change in thesis and telecommunications-base course loads.

11/09/2001: Revised by adding Statement I:

"It is the responsibility of the appropriate program chair and the dean to properly oversee the number of overload courses taught by each individual faculty member. The program chair and the dean of the college will approve all such overload contracts. The program chair and the dean will address such issues in order to protect the faculty from assuming or being assigned internal and/or external responsibilities which might encroach upon the quality of their work as faculty members."

11/07/2003

11/06/2009

02/15/2008: Revised to include information regarding psychology practicum courses.

05/09/2008

08/08/2008: Revised by deleting the following sentences: "Head coaches will teach two courses a semester. Assistant coaches will teach three courses a semester."

11/06/2009: Revised the list of teaching load reductions to satisfy the National Association of Schools of Theatre's standard that policies concerning loads should be clearly developed and published with regard to the variety of educational, artistic, and administrative duties undertaken by theatre faculty. Revision of the Independent Study load determination reflects a change in the colleges' budget alignment. MSU Policy 3.127 (Faculty Workload (Teaching Load Policy) is adopted by the MSU Board of Regents as MSU Policy and Procedure. 3.127)

08/08/2008

05/09/2008

02/15/2008

11/06/2009

11/07/2003

11/09/2001

08/08/1997

05/09/1997

05/12/1995

05/14/1993

05/08/1992

11/08/1991

05/10/1991

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~~11/10/1989 Adopted and approved by the MSU Board of Regents~~

08/05/2021: Renumbered, effective September 1, 2021 (when MSU becomes a component institution of the TTU System, by the MSU Board of Regents as Operating Policy/Procedure (OP) 06.07 Faculty Workload (Teaching Load Policy).

/ /2024: Revised to comply with Texas Tech University System *Regents' Rules* 04.06 (Academic workload – general academic institutions). Adopted and approved by MSU President Stacia Haynie on _____ and the Texas Tech University System Board of Regents on _____.

Stacia Haynie, President
Midwestern State University

Date Signed: _____

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