

THE UNIVERSITY OF TEXAS AT DALLAS
NUMBERED POLICY MEMORANDA

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MINIMUM FACULTY ACADEMIC WORKLOAD REQUIREMENT

Minimum Academic Workload

The **Minimum** Academic Workload for faculty on 100% “Faculty Salaries” appointments is 18 units, equivalent to 18 semester credit hours (SCH) of organized classroom instruction in undergraduate-level (UG) courses, per 9-month academic year. Faculty members not actively involved in a program of research and publication or in equivalent academic service should typically carry a teaching load greater than the minimum.

Independent of all workload equivalencies, each faculty member is obligated to teach at least 3 SCH of UG instruction in organized classes each academic year and at least 6 SCH of organized class instruction each semester. Finally, it must be emphasized that these criteria specify **minimum** requirements, not average or maximum requirements, and that financial and educational priorities of the institution must dictate actual workloads.

Teaching Equivalencies

1. Graduate Instruction. 0.667 SCH of graduate level (G) instruction is equivalent to 1.0 SCH of UG instruction.
2. Specialized Instruction. 1.5 contact hours/week of supervision in lab, clinical, physical activity, studio, etc. courses is equivalent to 1.0 SCH of UG instruction.
3. Supervision. Supervision of 12 total SCH of student teachers, clinical, or intern enrollment is equivalent to 1 SCH of UG instruction.
4. Practicum and Individual Instruction. Supervision of 10 total UG SCH (or 5 G SCH) of practicum or individual instruction is equivalent to 1 SCH of UG instruction; credit cannot exceed what would be generated in equivalent organized class instruction.

5. Thesis and Dissertation Supervision. Supervision as committee chairperson of 6 SCH of master's-level thesis study or of 3 SCH of doctoral-level dissertation study is equivalent to 1 SCH of UG instruction. Credit is limited to 12 SCH for a given master's thesis, and 36 SCH for a given doctoral dissertation, and no credit is given when a student has exceeded 100 aggregate doctoral SCH.
6. Multiple Sections. Supervision of each 6 sections of a multiple-section course is equivalent to 1 SCH of UG instruction, up to a limit of 3 SCH.
7. Large Classes. Credit may be proportionally increased for teaching a large class which requires extensive grading or evaluation of students' work by the faculty member according to the following weighting factors:

Class Size	59 or less	60- 69	70- 79	80- 89	90- 99	100- 124	125- 149	150- 174	175- 199	200- 249	250+
Weighting Factor	1.0	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	2.0

8. Team Teaching. Workload credit in team-teaching situations is divided proportionally among participating faculty according to division of effort.
9. Insufficient Enrollment. A reduced workload may be granted temporarily if assigned classes do not materialize because of insufficient enrollment and when additional classes or other academic duties cannot be assigned to the faculty member. This exception may be granted for two consecutive long-term semesters only for any particular faculty member.
10. Faculty will not be granted workload credit for dissertation supervision and other independent study instruction of graduate students who have recorded doctoral credit hours in excess of the 99-hour limit.

Other Equivalencies

1. Credit for teaching may be granted for a faculty member who is head of a program, or master, or head of a comparable administrative unit up to a maximum of one-half of the required minimum teaching load.
2. New Faculty. New faculty members may be approved by the School Dean and the Executive Vice President and Provost (Provost) for 3 SCH units of workload credit per semester for two semesters in order to develop curricular materials.

3. New Course Development. Workload credit may be approved by the School Dean and the Executive Vice President and Provost (Provost) for faculty effort in creating new curricular materials.

Compliance

The President has designated the Provost as the University's officer responsible for submitting workload reports to the Texas Higher Education Coordinating Board, as per Section 51.402 Texas Education Code and any applicable riders in the current General Appropriations Act.

Each faculty member's compliance with these minimum academic workload requirements shall be assessed by the Office of the Provost each academic year and appropriate steps taken to address instances of noncompliance and prevent same in the future.