University of Texas at Austin
Draft prototype in response to drafted changes to Regents’ Rule 31006
Faculty Workload and Reporting Requirements

Preamble
On March 22, 2017, Associate Vice Chancellor for Academic Affairs Kevin Lemoine asked UT Austin Provost Maurie McInnis to “develop a prototype laying out how the proposed Regents’ Rule [attached] could be instantiated on campus.” Provost McInnis asked Senior Vice Provost Janet Dukerich to prepare the university’s response to this request.

Janet Dukerich formed a small ad-hoc committee of associate deans to review the proposed changes to the Regents’ Rule and discuss how the revised rule could be implemented.

Under the current Regents’ Rule, UT Austin reports instruction-generated teaching load credits (TLCs) to the Texas Higher Education Coordinating Board (while not every individual faculty member has 18 TLCs, UT Austin accurately states to the THECB that all individual faculty members are in compliance due to other types of workload credits that they earn). UT Austin reports the same instruction-generated TLCs plus additional types of workload credits to UT System (resulting in every individual having at least 18 teaching or equivalent credits documented in the report).

This draft prototype is written with the assumption that the university will continue to be required to account for a minimum of 18 teaching or equivalent credits per full-time faculty member.

Draft Prototype

Policy Statement
The University of Texas at Austin recognizes that classroom teaching (including on-line delivery), basic and applied research, service, administrative activities, and professional development are important elements of faculty workloads.

Reason for Policy
Regents’ Rules and Regulations Rule 31006 requires that each academic institution establish a faculty workload policy.

Scope & Audience
This policy applies to all faculty members who hold a title defined in Regents’ Rules and Regulations Rule 31001.

Definitions
None
Responsibilities & Procedures
Faculty members at the University of Texas at Austin have workload responsibility in the following broad areas:

- Teaching
- Research
- Service (including administrative service)
- Professional Development

Regents’ Rule 31006 states that the minimum, standard teaching load for full-time tenured and tenure-track faculty shall be equivalent to 18 semester credit hours of undergraduate instruction for the 9-month academic year. Recognizing that faculty members contribute in areas other than undergraduate instruction, as noted above, variations to the standard teaching load (i.e. 18 semester credit hours of undergraduate instruction for the 9-month academic year) may be allowed for a number of reasons including but not limited to:

- Graduate instruction
- Research activities
- Time bought out by external grants
- Administrative assignments
- Large class sizes
- Significant advising responsibilities
- Curriculum innovation and development
- Other activities aligned with the institution’s mission and/or critical to student success

Each college or department shall establish, publish, and monitor a workload policy that sets forth equitable and fair guidelines that permit each department and/or program to best deploy its faculty members in accordance with university, college, and department missions.

The department guidelines shall address and give appropriate weight to the instructional, research/scholarship, service, and professional development responsibilities and expectations of:

a. Tenured and tenure-track faculty who have active and productive research/scholarly programs
b. Tenured faculty who are no longer active in research/scholarly work, and
c. Non-tenure track faculty

Each department chair (or other designee in a non-departmentalized college) is responsible for ensuring that the faculty members within the academic unit are in compliance with the stated guidelines.
Each dean is responsible for reviewing and approving the workload policy(s) in her/his college/school. Workload policies should be filed with the Provost’s Office once every three years.

The Executive Vice President and Provost’s Office is responsible for reporting faculty workload information to the Texas Higher Education Coordinating Board and University of Texas System Administration.
Proposed Amendments to Regents’ Rule 31006

The University of Texas System
Rules and Regulations of the Board of Regents

Rule: 31006

1. Title

Faculty Workload and Reporting Requirements

2. Purpose

Sec. 2.1 Pursuant to Texas Education Code 51.402, this rule establishes the general workload policy for faculty employed at an academic institution of higher education in The University of Texas System. The rule also establishes the reporting requirements associated with faculty workload.

3. Importance of Faculty

Sec. 3.1 Faculty play a fundamental role in advancing an institution of higher education and in fostering student success. The quality and value of a university education are in large part defined by the faculty. The curricula the faculty design, the programs they offer, the learning environment they create, the instructional methods they employ, the research they conduct, the service they provide, and their professional engagement with students inside and outside of the classroom, including advising, are important components of the educational experience. As such, institutions of higher education supported by public funds have the responsibility to maximize their faculty resources in ways that achieve the greatest possible educational benefit.

4. General Provisions for Faculty Workload

Sec. 4.1 Each academic institution shall establish a faculty workload policy that adheres to the following general provisions.

Sec. 4.2 The minimum, standard teaching load for full-time tenured and tenure-track faculty shall be equivalent to 18 semester credit hours of undergraduate instruction for the 9-month academic year.

Sec. 4.3 Variations to the standard teaching load may be made for graduate instruction, research activities, time bought out by external grants, administrative assignments, large class sizes, significant advising responsibilities, or other activities aligned with the institution’s mission and/or critical to student success.

Sec. 4.4 Variations to the standard teaching load may be made for full-time non-tenure-track faculty and for part-time faculty in accordance with the institution’s mission.

Sec. 4.5 Decisions regarding the deployment of faculty are generally made at the department (or comparable unit) level in order to foster student success and advance the department’s mission.
Sec. 4.6 An institution’s faculty workload policy shall recognize that classroom teaching, basic and applied research, service, and professional development are important elements of faculty workloads by giving appropriate weight to each activity when determining the standards for faculty workload.

Sec. 4.7 Each institution may give the same or different weight to each activity and to other activities recognized by the institution as important elements of faculty workloads.

Sec. 4.8 The president of each academic institution shall submit the initial faculty workload policy for review and approval by the Executive Vice Chancellor for Academic Affairs.

5. Reporting Requirements

Sec. 5.1 The president shall designate an officer to monitor workloads, prepare and review appropriate workload reports, and submit the reports to the institutional head for certification or approval and comments as may be appropriate.

Sec. 5.2 Each institution shall include its faculty workload policy in its operating budget reported to the Texas Higher Education Coordinating Board.

Sec. 5.3 Each institution shall submit the Faculty Reports (CBM-008) required by the Texas Higher Education Coordinating Board.

Sec. 5.4 Within 30 days of the end of each academic year, each institution shall file with the Board of Regents a report, by department, of the academic duties and services performed by each member of the faculty during the nine-month academic year, showing evidence of compliance with requirements established by the Board.

Sec. 5.5 The report of academic duties and services performed by each member of the faculty, based on data submitted in the CBM-008, shall indicate all appointments held by the faculty member in the employing institution, the salary paid to each appointment, the percent of time of each appointment, and the source of funds from which salary payments were made.

Sec. 5.6 For a faculty member paid partially from a source of funds other than state appropriations, the minimum teaching load shall be proportioned to the percentage of salary paid from state appropriations.

Sec. 5.7 Upon the request of an institution, if additional time is needed to prepare the report to the Board of Regents, the Executive Vice Chancellor for Academic Affairs is authorized to extend the deadline for submission.
Sec. 5.8 The Office of Academic Affairs shall prepare a summary report on faculty workload to the Board of Regents annually.

6. **Definitions**

   None

7. **Relevant Federal and State Statutes**

   *Texas Education Code Section 51.402* – Report of Institutional and Academic Duties

8. **Relevant System Policies, Procedures, and Forms**

   None

9. **Who Should Know**

   Administrators
   Faculty

10. **System Administration Office(s) Responsible for Rule**

    Office of Academic Affairs

11. **Dates Approved or Amended**

    November 10, 2011
    December 10, 2004

12. **Contact Information**

    Questions or comments regarding this Rule should be directed to:

    - bor@utsystem.edu