

Texas Tech University
COLLEGE OF ENGINEERING
Operating Policy and Procedures
[Approved by Executive: 05-02-07]

COE OP 10.18: Faculty Workload Guidelines

Date: April 2007

Purpose: This document provides guidelines to relevant administrators in the College of Engineering for assigning faculty workload.

Review: This Operating Policy will be reviewed in the summer of every even-numbered year by the dean's office, with recommendations for revision presented to the COE Executive Committee by August 15.

University Ops related to faculty workload

- OP32.18 Academic Workload Calculations

GUIDELINES

1. Faculty Workload is governed by the University OP 32.18, which allows flexibility in assigning workload but recognizes the primacy of instructional obligations for both undergraduate and graduate programs.
2. The teaching needs of various Departments are different, and thus one formula will not work for all.
3. A research active faculty is to be defined in terms of research dollars brought in, refereed journal publications, as well as graduate students supervised. Both quality and quantity should be used as measures for defining research active faculty.
4. Department Chairs are responsible for identifying the research active faculty members in their respective Departments.
5. Department Chairs are responsible for establishing a transparent policy for defining research active faculty in their Departments.
6. In defining research active faculty members, the Department and the Chair may consider factors including but not limited to:
 - a. Peer institution criteria.
 - b. Research funding brought in, in a given year, as well as an average research funding during the last three years.
 - c. Major research proposals submitted as PI and Co-PI.
 - d. Competitive external research proposals funded in the last three years.

- e. Graduate students supported by research funding in a given year and supported and graduated over the last three years.
 - f. Archival refereed publications per year.
 - g. Service in national and international professional organizations.
 - h. Editorial services to reputable professional and scientific journals.
7. Departments may implement “buy out” plans for reduced course load, especially if the Department has significant teaching function. The “buy out” amount should correspond to the cost of covering the teaching faculty member’s duties at the instructor level. “Buy out” may reduced teaching loads to the minimum of two 3-credit hour courses per academic year.
 8. The teaching load may vary from two to six, 3-credit hour courses per academic year depending upon the responsibility assigned by the Chair. The College recommends a teaching load of three 3-credit courses per year for a research active faculty.
 9. The College goal for new tenure-track faculty is no more than two 3-credit hour courses per academic year for the first two years of the appointment.