WCOE OP 10.18: Faculty Workload Guidelines

DATE: August 2024

PURPOSE: This document provides guidelines to relevant administrators in the Whitacre College of Engineering (WCOE) 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 WCOE Executive Committee by August.

University OPs related to faculty workload
- OP 32.18 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. Teaching loads between departments varies with expectations for research and service thus one formula will not apply.

3. A research active faculty member is as defined in WCOE OP 40.20.

4. Department Chairs are responsible for identifying the research active faculty members in their respective Departments.
5. Course buyout guidelines are covered in WCOE OP 40.25

6. The teaching load typically varies from two to eight, 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 research active faculty.

7. The College required teaching load for an untenured, tenure track, Assistant Professor is one course in the fall semester and one course in the spring semester with no summer teaching allowed. Chairs may assign a teaching load of three 3-credit courses per year after the sixth long semester.