Texas Tech University
WHITACRE COLLEGE OF ENGINEERING
Operating Policy and Procedures
[Approved by Executive: 09-20-16]

WCOE OP 10.18:   **Faculty Workload Guidelines**

DATE: August 2016

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 15.

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 is to be defined in terms of research dollars brought in, refereed journal publications, as well as graduate students supported. 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. Research funding brought in, in a given year, as well as an average research funding during the last three years.
    b. Major research proposals submitted as PI and Co-PI.
    c. Competitive external research proposals funded in the last three years.

       d. Annual research expenditures
       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 indexed in Web of Science.
       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 functions. The "buy out" amount should correspond to the cost of covering the teaching faculty member's duties at the instructor level.

8. The teaching load typically varies 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 research active faculty.

9. The College required 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. These policies apply until the tenure case is submitted.

10. The College required load for untenured, tenure track, Associate Professor is 2/1, 1/2, or 1/1 (as recommended by Chair) courses during the academic year. No summer teaching is allowed. These policies apply until the tenure case is submitted.