



COLLEGE OF LIBERAL ARTS
THE UNIVERSITY OF TEXAS AT AUSTIN

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FROM: Randy L. Diehl, Dean
TO: Department Chairs
DATE: November 26, 2012
RE: Non-Tenure Faculty Teaching Load Policy

The primary responsibility of non-tenure teaching faculty is to enhance instruction. Their teaching is essential to the success of the College's educational mission, especially at the undergraduate level, where non-tenure faculty often provide continuity and stability in large-enrollment and other introductory courses. Additionally, non-tenure faculty offer expertise to our students that complements the strength of the tenured and tenure-track faculty and allows us to respond to curricular needs as they arise.

Although maintaining balance and equity in workloads within a college as large and diverse as Liberal Arts is difficult, we endeavor to create a standard workload across the College while providing departments with the flexibility to optimize their resources. The following policy augments the policy on lecturers' terms of appointment (May 4, 2011) and aims to provide a consistent guideline for teaching loads for non-tenure faculty members within the college.

The College will adopt the following policy effective **Fall 2013**:

NON-TENURE FACULTY TEACHING LOAD POLICY

1. A full teaching load for non-tenure faculty members (excluding Visiting Professors) is equivalent to a **minimum average of 9 contact hours per semester** and a **maximum average of 12 contact hours per semester** over an academic year. While the averaging allows for flexibility in terms of the load per semester, it also assumes no less than one course in any given semester.
This teaching load is based on a 100% full-time academic year appointment (spring and fall). As necessary, hours and averages are proportionally adjusted based on the percent appointment.
2. Since the primary role of non-tenure faculty members is to enhance the instructional mission of the university, departments should, whenever possible, limit the amount of additional academic duties assigned to non-tenure faculty. In the event that a non-tenure faculty member is assigned additional academic duties (supervision, coordination, etc.), teaching load reductions will be determined at the departmental level with annual prior written approval from the Associate Dean for Academic Affairs. This again assumes a teaching load of no less than one course in any given semester.

Questions: please contact Hannah McKenna (hannahmckenna@austin.utexas.edu; 471-9209).