



## Tenured and Tenure-Track Faculty Workload Policy

### RESEARCH AND TEACHING

- The University of Texas at Austin expects all tenured and tenure track faculty to be research intensive. Research productivity, along with a strong teaching record and service, is the basis for promotion. Faculty in all ranks must demonstrate significant research productivity consistent with the norms and expectations of their discipline, including the publication of articles, book manuscripts, chapters, essays, translations, reviews, and edited pieces and collections, as well as the preparation and presentation of conference papers, public and academic presentations and talks.
- Faculty who are research intensive generally carry a 2-2 teaching load (equivalent to a minimum average of 6 contact hours per semester and a maximum average of 9 contact hours per semester).
- If a faculty member's research productivity diminishes over time, it is expected that teaching and service should take a greater share of that faculty member's efforts and assignment of duties.
- Tenured faculty who do not demonstrate significant research productivity and who do not hold a designated service-intensive position are expected to carry a 3-3 teaching load (equivalent to a minimum average of 9 contact hours per semester and a maximum average of 12 contact hours per semester).
- Faculty carrying a 3-3 teaching load are not eligible for course load reductions, except in exchange for significant service responsibilities on the recommendation of their Chair and the Budget Council/Executive Committee, subject to the approval of the Dean.
- Faculty carrying a 3-3 teaching load are eligible to apply for research leaves such as College Research Fellowships (CRF) and Faculty Research Assignments (FRA).
- Faculty carrying a 3-3 teaching load are eligible for merit raises.

### FACULTY SERVICE

- The University of Texas at Austin expects all faculty to participate in essential University service work, including departmental, college, and university committee service, undergraduate and graduate student supervision, and participation in commencement ceremonies.
- Service-intensive positions include those held by all individuals paid in their administrative titles (e.g. vice provost, dean, associate dean), department chairs, or, with prior approval of the Dean, other College- or University-level administrative positions.
- Faculty who hold a designated service-intensive position carry a variable teaching load dependent upon the breadth of their responsibilities in their administrative position.
- Only tenured faculty are eligible to hold a designated service-intensive position.

## PROCESS FOR ASSIGNING 3-3 TEACHING LOADS

- The research record of associate professors (non service-intensive) who have been in rank at UT-Austin twelve years or more and who will not be put forward for promotion to full professor in the subsequent fall semester will be reviewed by their Chair and the Budget Council/Executive Committee. Department recommendations will be submitted to the Dean's Office for final review and approval. If research productivity is deemed insufficient for a tenured faculty member, they will be assigned a 3-3 teaching load effective September 1 of the subsequent academic year.
- If an associate professor wishes to be reassigned to a research-intensive teaching load, they must be successfully promoted to full professor prior to such reassignment.
- The research record of full professors (non service-intensive) who have been in rank at UT-Austin twelve years or more and who have not demonstrated significant research productivity consistent with the norms and expectations of their discipline will be reviewed by their Chair and the Budget Council/Executive Committee. Department recommendations will be submitted to the Dean's Office for final review and approval. If research productivity is deemed insufficient for a tenured faculty member, they will be assigned a 3-3 teaching load effective September 1 of the subsequent academic year.
- Full professors may request reassignment to a research-intensive teaching load at any time, but must have demonstrated significant research productivity consistent with the norms and expectations of their discipline. Requests will be reviewed by their Chair and the Budget Council/Executive Committee. Department recommendations will be submitted to the Dean's Office for final review and approval.
- Extensions for moving from a research-intensive teaching load to a 3-3 teaching load may be provided for faculty at the discretion of the Chair and the Budget Council/Executive Committee, subject to the approval of the Dean. Circumstances that may justify an extension include, but are not limited to: parental leave; leave without pay; holding a departmental position that requires significant administrative work such as associate chair, graduate adviser, or undergraduate adviser; or for faculty who demonstrate consistent publishing and a viable research project, but have not yet arrived at promotion.
- Disputes regarding changes in designation may be referred to the Dean for review.

## REVIEW TIMELINE

- **March 1 in the year prior to review:** The Dean's Office will provide departments with a list of faculty who may be considered for a 3-3 teaching load.
- **February 1 in the review year:** Department recommendations are due to the Dean's Office.
- **March 1 in the review year:** Final decisions are communicated to the department and relevant faculty members. Teaching assignments should be adjusted and additional courses scheduled as needed for the subsequent academic year.
- **September 1 following the review year:** Teaching load changes take effect.

## **IMPLEMENTATION**

- Teaching load changes per this policy will be effective beginning AY 2018-19.
- Each department will need to review their existing departmental faculty workload policy and update it as necessary to comply with the College's Faculty Workload Policy:
  - Departmental policies must document a research productivity review process for purposes of recommending assignments to a 3-3 teaching load.
  - Departmental policies must include standard practices for recommending extensions, including for departmental positions that require significant administrative work.
  - Joint faculty will be independently reviewed by each department, and all recommendations will be reviewed by the Dean's Office.
- Departmental workload policies will be reviewed by the Dean's Office for approval. Send documents to Richard Flores via Hannah McKenna ([hannahmckenna@austin.utexas.edu](mailto:hannahmckenna@austin.utexas.edu)) by **December 1, 2016**.
- Faculty who are not meeting teaching expectations should be encouraged to visit the Faculty Innovation Center for assistance.