

# Academic Operating Procedure 12



## Faculty Differentiated Workload for Tenured and Tenure-Track Faculty

Approved: September 10, 2025

Implementation Date: September 1, 2026

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### AOP Statement

This workload and instructional Academic Operating Procedure (AOP) supports the university, college, and department missions and growth by establishing allowable flexibility and transparency in faculty assignments.

For the purpose of this document, the word “faculty”, unless otherwise indicated, refers to tenured and tenure-track faculty.

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### Procedures and Responsibilities

#### 1. FACULTY WORKLOAD

- 1.1. The university recognizes that:
  - (a) Faculty time is a valuable resource.
  - (b) All faculty, unless designated as non-tenure track research faculty or another designation, must be involved in face-to-face, online, and/or hybrid student instruction. Instruction may be at the graduate level, undergraduate level, or a combination of both.
  - (c) Faculty at different points in their careers may benefit from varied teaching, scholarship/creative activity, and service assignments.
- 1.2. Individual faculty workload assignments and instructional obligations shall at all times foster student success and advance the university, college, and department or program mission.
- 1.3. Specific teaching and service effort shall be assigned considering faculty range of productivity.
- 1.4. Individual faculty workload classification and instructional obligations shall not be arbitrary and shall be established between the faculty member and their department chair and college dean, in alignment with the university faculty workload policy in this AOP, the Faculty Handbook, and in *12.03.99.K1*, and with accountability measures established for each faculty member.

#### 2. WORKLOAD ASSIGNMENTS

- 2.1. The purpose of this procedure is to establish differentiated workload and instructional guidance that supports and enhances research activity while continuing to provide students access to the highest quality of educational opportunities.
- 2.2. Faculty will be assigned to one of three designations (see Section 2.4) generally once during the academic year and not by semester. All designations shall include an expectation of teaching, research, and service. The relative expectation shall vary based upon this workload classification.
- 2.3. There are three categories to allow department chairs to engage departmental tenured and tenure-track faculty in a variety of different professional opportunities and goals in the areas of teaching, research/scholarship, and service.
- 2.4. It is the responsibility of the department chairs, in conjunction with their deans and provost, to ensure that the allocation and distribution of any of the workload designations assigned to tenured and tenure-track faculty as a whole meets the instructional needs of the students at all levels within the department.
  - A. Teaching Excellence Workload Designation
  - B. Balanced Teaching and Research Workload Designation
  - C. Research Intensive Workload Designation

### 3. CATEGORY EXPECTATIONS AND WORKLOAD DESIGNATION

- 3.1. Instructional load for tenured and tenure-track faculty is considered to be 12 semester credit hours (4 courses using the three-credit-hour course as the unit of account), with the understanding that under certain circumstances these may be modified through recommendation of the department chair and approval of the dean and provost.
- 3.2. Reassigned time assignments may also be done for a single semester to meet any urgent university need of the faculty's expertise or assistance.

#### A. Teaching Excellence Workload Designation

The Teaching Excellence Workload Designation will be available generally for tenured faculty or for tenure-track faculty whose research requirements may be lessened due to mission or accreditation needs. The instructional load for faculty in this category will typically be 4 courses per semester each academic year. Depending on the occasional approved reassigned time assignments, the instructional load may be 3 courses per semester each academic year.

Faculty participating in this category are expected to:

- (1) Assist in advising, mentoring, and training of undergraduate and/or graduate students.
- (2) Participate actively in and support student-centered activities.
- (3) Teach across a range of courses within the broader range of faculty expertise.
- (4) Improve teaching materials consistently, benchmark best pedagogical practices, and/or develop new courses based on departmental needs and priorities.
- (5) Support accreditation processes.
- (6) Engage and contribute to departmental, college, and university service.

Based on the current goals of the department and college, additional expectations might be set by the chair in discussion with the faculty with approval of the dean.

#### B. Balanced Teaching and Research Workload Designation

The Balanced Teaching and Research Workload Designation shall be available for identified tenure-track (after the end of their second year on tenure track) and tenured faculty. The instructional load for faculty in this category will range from 2 to 3 courses per semester each academic year. Accreditation requirements may be considered in assigning a faculty member to this workload designation.

In addition to effective teaching, depending on discipline, faculty participating in this category are expected to:

- (1) Advise, mentor, and train graduate and/or undergraduate students in research.
- (2) Seek external sources of funding to support students and his/her research program.
- (3) Manage an extramurally funded research program that provides support to graduate students where appropriate.
- (4) Publish in peer-reviewed journals or other publications.
- (5) Make presentations to professional and learned societies and conferences.
- (6) Engage in creative and/or artistic endeavors.
- (7) Engage and contribute to departmental, college, university, and professional service.

Based on the current goals of the department and college, additional expectations may be set by the department chair in discussion with faculty and with the approval of the college dean.

#### C. Research Intensive Workload Designation

The Research Intensive Workload Designation shall be available for identified tenure-track and tenured faculty. The instructional load for faculty in this category is 1 to 2 courses per semester each academic year.

Depending on discipline, faculty participating in this model are expected to:

- (1) Demonstrate a high research activity supported by substantial external funding, as determined by the department and college and approved by the provost.
- (2) Secure external sources of funding to support their research program and support graduate students where appropriate.
  - If provided a course release to write a proposal, future or additional research release must be based on managing an extramurally funded research program.
- (3) Advise, mentor, and train a team or teams of graduate and/or undergraduate students.
- (4) Maintain a high level of publications in peer-reviewed journals and conferences.
- (5) Engage in creative and/or artistic endeavors.
- (6) Produce books, monographs, peer reviewed articles, and make presentations to professional and learned societies.
- (7) Engage and contribute to departmental, college, university, and professional service.

Based on the current goals of the department and college, additional expectations may be set by the chair with the approval of the college dean.

#### 4. EXEMPTIONS

- 4.1. Newly hired tenure-track faculty are expected to participate in the New Faculty Investment Program (NFIP) their first year and shall have a 3-course load per semester in their first year, which may be extended for up to an additional year to help them establish a strong research portfolio. It may be possible with dean and department chair approval to have additional reassigned time as a newly hired tenure-track faculty to address other research or service assignments or needs. This is dependent upon established outcomes, instructional need, and budget, among other factors.
- 4.2. With approval of the dean and provost, the department chair and the faculty member may negotiate changes in instructional assignment to support a unique research or scholarly opportunity and departmental needs.
- 4.3. Course buyouts are permissible in any category. However, the minimum required instructional load is 2 courses per academic year (fall and spring semesters).
- 4.4. Faculty with an administrative assignment will have their workload adjusted proportionally to the percentage allocated to the administrative effort.

#### 5. MONITORING AND ACCOUNTABILITY

Department chairs and deans have the responsibility of monitoring the productivity of faculty regularly regardless of category. The designation must be monitored each semester and examined fully on a yearly basis during the performance review period, during which specific goals and outcomes shall be established for the next academic year. Faculty may request a change or may be moved from one category to another based on achievement of demonstrable outcomes under the workload designation, generally on a yearly basis but may be earlier, if warranted.

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### **Related Statutes, Policies, Rules, or Requirements**

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[System Policy 12.03, Faculty Academic Workload and Reporting Requirements](#)

[University Rule 12.03.99.K1, Teaching Load Credits](#)