

## 12.03.99.K1 Teaching Load Credits



Approved: November 6, 2014  
Revised: February 6, 2019  
Reviewed: August 26, 2019  
Next Scheduled Review: August 26, 2024

---

### Rule Statement

---

To facilitate fair and equitable faculty workloads, Texas A&M University-Kingsville awards faculty members Teaching Load Credits (TLCs) for teaching and other functions.

---

### Reason for Rule

---

This rule is required by System Policy *12.03, Faculty Academic Workload and Reporting Requirements*.

---

### Procedures and Responsibilities

---

The type of instruction determines how each course is calculated as a part of a faculty member's classroom teaching credits during the long semesters of the regular academic year. The various types of instruction include: Classroom lecture and seminar, laboratory, studio, practicum, student teaching, internships, independent study, special problems, and research. Release time from teaching can be awarded for various activities. The concept of teaching load credits applies only to long semesters. Summer Sessions or shortened terms invoke separate procedures.

#### 1. TEACHING LOAD CREDITS

Teaching Load Credits (TLCs) will be assigned according to the following guidelines.

##### 1.1. Lecture and Seminar

- (a) Credit hours are normally equal to contact hours for lecture and seminar courses, i.e., 1 credit hour equals 1 contact hour. A contact hour is defined as 50 minutes. Therefore a 3-credit-hour class meets for 150 minutes per week.
  
- (b) Undergraduate Courses

TLCs correspond directly to the contact hours of the course. A course listed as 3 hours lecture and 0 hours laboratory yields 3 TLCs. If the course is cross-listed, or meets with another section, it is counted only once in determining the teaching credit received by the faculty member.

(c) Graduate Courses

TLCs for master's level courses are assigned as for undergraduate courses. TLCs for doctoral level courses may be assigned as credit hour values multiplied by 1.5.

(d) Stacked 4000/5000 courses count as a single course.

## 1.2. Laboratory Instruction

This section applies to standard laboratory instruction in the sciences and engineering, activity courses in Health and Kinesiology and similar courses in other fields of study. For these courses, semester credit hours (SCHs) are not the same as contact hours. As with lecture classes, a laboratory contact hour equals 50 minutes.

(a) To earn TLCs for direct laboratory instruction the faculty member must personally teach the sections involved. Faculty members receive 2 TLCs for each 3 contact hours.

(b) Graduate assistants receive 1 TLC for each 2 contact hours except for activity courses in the Department of Health and Kinesiology.

(c) For Health and Kinesiology activity courses the student receives 1 SCH for 3 contact hours and the faculty member or graduate teaching assistant receives 2 TLCs.

(d) Faculty members supervising multiple laboratory sections taught by student assistants receive 1 TLC for each 4 contact hours of laboratory up to a maximum of 4 TLCs per semester.

(e) For music method courses the student receives 1 semester credit hour for each 2 contact hours and the faculty member receives 1.5 TLCs. For private lessons TLCs are calculated as 2 TLCs for each 3 contact hours. Teaching credits for directing bands or ensembles are treated as special assignments at the discretion of the department chair.

(f) Drama laboratory counts as 2 TLCs for 3 contact hours.

## 1.3. Independent Study and Research

Independent study and research courses usually require the instructor to assign work or research to be done by individual students. The instructor must assess the student's progress towards satisfactory completion of the project at appropriate intervals and evaluate the work for grading purposes. TLCs are calculated the same as if the course were a lecture course, with the same minimum number of students enrolled in to justify TLCs. Theses and dissertation courses are of this nature.

## 1.4. Practicum, Internship and Student Teaching

The standard practicum or internship involves placement of a student in an on- or off-campus setting where supervision of the student's work is shared by a faculty member and the staff at the learning location. Such placements require the faculty member to account

for a minimum commitment of time. Such placements include but are not limited to student teaching practicums and internships. Instructors of record of student teaching courses, practicums, and internships receive 3 TLCs for each class with three semester hour credit taught if that class makes with at least the minimum required enrollment.

- 1.5. Each 1101 and 1102 freshman seminar course will provide 2 contact hours per week but will award 1 SCH to the student. The faculty member teaching these courses will be awarded 2 TLCs per course.

The TLCs awarded per contact hour are outlined in Table 1.

Table 1. Teaching Load Credits (TLCs) awarded per contact hour for various types of courses.

<b>Type of Course</b>	<b>TLCs per Contact Hour</b>
Undergrad lecture	1
Master's lecture	1
Doctoral lecture	1.5
Laboratory or recitation taught by faculty member	0.67 (2 per 3)
Laboratory taught by graduate student	0.5 (1 per 2)
Health/Kinesiology activity course taught by faculty member or graduate student	0.67 (2 per 3)
Art or drama studio course taught by faculty member	0.67 (2 per 3)
Music methods course taught by faculty member	0.75 (1.5 per 2)
Music private lessons taught by faculty member	0.67 (2 per 3)
Independent study, thesis, research, practicum, internship, student teaching	As with lecture, TLCs awarded based on course SCH, and only if course enrollment meets minimum requirement
Freshman seminar	1

## 2. RELEASE TIME

Release time TLCs may be awarded according to the following guidelines.

### 2.1. Teaching Overloads

Teaching overloads are discouraged, however, situations arise in which faculty members agree or volunteer for programmatic reasons to teach more than standard full loads for their appointment. These should be limited to no more than one course (< 4 TLCs) per semester. Faculty members cannot be required to teach an overload. A department chair and the faculty member will decide how the overload will be compensated, using one of the following options.

- (a) A faculty member who is assigned a teaching overload will be compensated via supplemental pay at a minimum of \$2,800 per 3 TLC course. Departments or Colleges may compensate at higher rates if a reasonable business basis is articulated..
- (b) It is discouraged, but if the faculty member and department chair agree to an overload as “banked hours” they must arrange it to be used in the next three long semesters. Banked hours cannot be redeemed later than three long semesters following the semester in which the overload occurred.

## 2.2. Outside Employment and Consulting

Opportunities present themselves to faculty and staff to utilize their expertise in situations outside their job. Faculty members receiving release time for programmatic reasons will not be considered for overload, off-campus teaching assignments. Employees generally can accept extra paying responsibilities if they are temporary, unrelated to their normal duties, and outside their regular work hours. Permission to perform outside employment can be obtained only through submission of the Faculty Outside Employment and Consulting Application and Approval Form.

## 2.3. Teaching Program Development

Involvement in development of the teaching program by preparation of new course material, new teaching methods, and classroom or laboratory material or major curriculum development may be considered for release time as determined by the chair, academic dean and Provost and Vice President for Academic Affairs, but will not exceed 3 TLCs.

## 2.4. Supervision of Graduate Students

For supervising to completion five theses or five dissertations, and serving as chair of those master’s thesis or doctoral dissertation committees, 3 TLCs of release time can be awarded at a time deemed feasible by the department chair.

## 2.5. Administrative and Other Professional Assignments

- (a) Department chairs receive 6 TLCs of release time each long semester. This assignment may be negotiated with the College Dean if a reasonable business basis is articulated.
- (b) Associate or Assistant deans receive 9 TLCs of release time each long semester. This assignment may be negotiated with the College Dean if a reasonable business basis is articulated.

## 2.6. Research

The University's practice of awarding release time for research will help a faculty member start and continue ongoing research activity. The end result of the release time must be a proposal aimed at securing outside funding or the completion of a scholarly work which is in progress. Faculty members are granted release time for research under three circumstances.

- (a) The faculty member obtains a research contract or grant which provides for replacement salary proportional to the time the faculty member is released. In the case of grant or contract monies from outside of the university, a research proposal must be approved through appropriate university channels. The faculty member should see that a Form 500 or EPA is submitted by his/her department in time for the paycheck to be drawn from the research account. The release time should be reported each semester on the Load Reduction Approval Request Form and submitted with the department's teacher load reports.
- (b) The faculty member submits a proposal to an outside funding source listing research release time as matching funding for the grant. The proposal must be approved through appropriate university channels including the Institutional Contribution/Cost Sharing Statement Form signed by the department chair and dean. Also, the Load Reduction Approval Request Form must be submitted each semester along with teacher load reports.
- (c) In a limited number of circumstances, the faculty member may be granted release time from teaching by the University for specific research-related duties. This requires that the Load Reduction Approval Request Form be prepared detailing the duties to be performed and results to be attained. This form must be approved by the department chair, dean, and Provost. The form is submitted with teacher load reports.

## 2.7. Special Assignments

- (a) President, Faculty Senate

The President of the Faculty Senate will receive a 3 TLCs teaching load reduction each long semester.

- (b) Chair, Major University or College Committee

If the nature of the assignment is such that the demands on the time of the chair will be excessive, a 3 TLC teaching load reduction may be granted during a long semester as determined by the appropriate academic dean and the Provost and Vice President for Academic Affairs.

- (c) Release time may be awarded for other assignments as approved by the appropriate academic dean and the Provost and Vice President for Academic Affairs. The extent of such teaching load reductions will be determined by the nature of the assignment.

---

## Related Statutes, Policies or Requirements

---

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

---

## Contact Office

---

Office of the Vice President for Academic Affairs  
(361) 593-3108