

12.03.99.K1.01 Teaching Load Credit

Approved: November 4, 2025
Next Scheduled Review: November 4, 2030



Procedure Summary

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

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 lectures and seminars, laboratory, studio, practicum, student teaching, internships, independent study, special problems, and research. Workload adjustments (release time) from teaching maybe be awarded for various activities. The concept of teaching load credits applies only to long semesters. Summer Sessions or shortened terms invoke separate procedures.

Procedure

1. TEACHING LOAD CREDITS

Teaching Load Credits (TLCs) will be assigned accordingly: 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 will yield 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 equivalently to undergraduate courses. TLCs for doctoral level courses may be assigned as credit hour values multiplied by 1.5.

- (d) Stacked 4000/5000 and cross-listed courses count as a single course.

1.1. 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 teaching assistants receive 1 TLC for each 4 contact hours of laboratory up to a maximum of 4 TLCs per semester.
- (e) Drama laboratory counts as 2 TLCs for 3 contact hours.

1.2. 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. Thesis and dissertation courses are of this nature.

1.3. 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 meets the minimum required enrollment.

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

TABLE 1	
Type of Course	TLCs per Contact Hour
Undergraduate 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)
Music Ensemble (excluding MUSI 1032, 1127, and 3157). This includes MUSI 1121, 1122, 1123, 1131, 1132, 1133, 1134, 1141, 1142, 1151, 1157, 1159, 3120, 3121, 3127, 3130, 3131, and 3132	1
Music Ensemble – MUSI 1032	0.33 (1 per 3)
Music Ensemble – MUSI 1127	1
Music Ensemble – MUSI 3157	1.33
Music Aural Skills and Basic Conducting (MUSI 1116, 1117, 2116, 2117, and 3196)	1
Independent study, thesis, research, practicum, internship, student teaching	As with lectures, TLCs are awarded based on course SCH, and only if course enrollment meets minimum requirement.
Freshman seminar (UNIV 1201 and GEEN 1201)	1.5 (Faculty teaching UNIV or GEEN 1201 receive 1 TLC for additional mentoring of students for a total of 3 TLCs)

Related Statutes, Policies, or Requirements

[Tex. Educ. Code § 51.402](#)

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

[University Rule 12.03.99.K1, Faculty Workload](#)

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