UNIVERSITY OF TEXAS ✪ ARLINGTON

Faculty Workload Instruction Manual

The University of Texas Arlington
Office of the Provost
Division of Faculty Affairs

Updated: September 29, 2016; January 2017; July 17, 2017

Faculty Workload Instruction Manual

Purpose

This manual was created to assist administrators in The University of Texas at Arlington colleges, schools and departments to help calculate and verify faculty workload. The Texas Education Code Section 51.402 requires The University of Texas Board of Regents to adopt rules concerning faculty academic workloads. Each fall and spring semester, faculty workload reports are reviewed to ensure that all faculty meet the minimum workload requirements based on their faculty title, tenure status and their percent appointment on state funds.

Requirements for faculty workload are set by the UT System Rules and Regulations of the Board of Regents, Rule 31006. The data on faculty workload is reported via the CBM008 which is a summary of academic duties and services performed by each faculty member for the fall and spring semester. Rule 31006 states "each person paid full time from the appropriations item 'faculty salaries' shall be assigned a minimum workload equivalent to 18 semester credit hours (SCH) of instruction in organized undergraduate classes each nine-month academic year, or fiscal year at an institution's option."

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Faculty Workload Timeline

FALL SEMESTER	Action	
August 2017	Faculty Workload training	
Census Date: September 11, 2017	**1st WEEK OF CLASSES** All faculty appointments and course assignments must be finalized in MyMav by the first week of classes. Each department should begin identifying faculty members that may fall below the minimum workload. **CENSUS DATE** Academic units enter workload for administrative and instructional assignment credits through the MyMav Instructor Term page (UT Regents Rule 31006, Sections 6.6-6.12).	Report #1 to units in UTA BOX one week BEFORE Census date to make course and faculty adjustments/corrections **NO CHANGES IN FACULTY ASSIGNMENTS ALLOWED AFTER CENSUS DATE**
October 1- October 31	**WORKLOAD VERIFICATION BEGINS** Units should review faculty workload schedule to ensure faculty meet 18 TLCs by the end of Spring semester, including winter intersession. Additional teaching or other responsibilities may be considered to ensure compliance with Regents Rule 31006. Presidential Credit requests will be considered in Spring (UT Regents Rule 31006, Section 6.13).	Report #2 sent to units in UTA BOX to verify entry of administrative and instructional credits. No changes to course based workload allowed.
Mid- November	Workload reports are archived by University Analytics	Report #3 Final report in Box for units by end of Fall
SPRING SEMESTER	Action	
January 2018	Faculty Workload training	
Census Date – January 31, 2018	**1st WEEK OF CLASSES** All faculty appointments and course assignments must be finalized in MyMav by the first week of classes. Each department should begin identifying faculty members that may fall below the minimum workload. **CENSUS DATE** Academic units enter workload for administrative and instructional assignment credits through the MyMav Instructor Term page (UT Regents Rule 31006, Sections 6.6-6.12).	Report #1 to units in BOX one week BEFORE Census date to make course and faculty adjustments/corrections **NO CHANGES IN FACULTY ASSIGNMENTS ALLOWED AFTER CENSUS DATE**

February 1-28, 2018	**WORKLOAD VERIFICATION BEGINS** Units should review faculty workload schedule to ensure faculty meet 18 TLCs by the end of Spring semester, including winter intersession. Additional teaching or other responsibilities may be considered to ensure compliance with Regents Rule 31006.	Report #2 sent to units in BOX to verify entry of administrative, instructional and presidential credits. No changes to course based workload allowed.
February 14	Deadline for Deans to submit requests for Presidential Credits (UT Regents Rule 31006, Section 6.13) to the Provost's Office. A full justification must be included such as detailed research plans, specific advising or program responsibilities (number of students served), etc. Each Dean submits all forms as well as: • Total semester credit hours (SCH) taught for each semester • Total presidential credits used in previous Fall and Spring • Total request for presidential credits for AY 2017-18	
February 25	Final decisions from the provost on Presidential Credit requests. Colleges/Schools enter presidential credits in MyMav Instructor Term page.	
End of April 2018	Workload reports are archived by University Analytics	Report #3 Final report in Box for units by end of semester.

Frequently Asked Questions

Q. *What if a GTA is assisting the primary instructor, how is their workload figured?*

A. GTAs and GRAs are not to be included in the Faculty Workload Report unless they are instructors of record (delivering the majority of the instruction and assigning grades). They should be coded as TAs in MyMav Instructor Assignment page. The assignment type should be CB Exclude, the Autocalc checkbox should be unchecked and the load factor and workload boxes should be blank. If a GTA or GRA is considered the primary instructors, they must also have faculty credentials (CCQ) on file.

Q. *What if the GTA is responsible for teaching a lab?*

A. If the lab is part of the course grade, GRAs/GTAs are not primary instructors and should be coded as TAs and not part of the Faculty Workload Report.

Q. *What if the faculty member is a full-time administrator (100% A&P) who also teaches; should they be included in the Faculty Workload Report?*

A. Yes. Be sure and use the comment section in the University Analytics report to indicate that they are 100% A&P.

Q. *What is the difference between GRAs and GTAs?*

A. GRAs should not be teaching or assisting a faculty member with their course by grading, but instead should be conducting research. If teaching, these students should be re-assigned as GTAs with assistance from the office of Human Resources and if funded by a grant, informing the Office of Grants and Contracts.

Q. *What about combined courses, those with undergraduate and graduate students?*
A. Combined courses will earn graduate course TLCs (Teaching Learning Credit) of 4.5 if the graduate course reaches the minimum enrollment. If the minimum graduate enrollment is not reached, proportional credit will be given.

Q. *What is the minimum workload for a full-time tenured faculty member?*
A. For Fall and Spring, the minimum teaching load credit for each semester (TLC) is 9. The minimum workload for a tenured or tenure track faculty members is 18 TLCs for the academic year.

Q. *What is the minimum workload for a non-tenure track (NTT) faculty member?*
A. Each non-tenure track instructor shall teach a minimum of 12 semester credit hours per semester of undergraduate classes with allowed adjustments and equivalencies (4:4 teaching load). Part-time faculty members' workload is based on their percent appointment. Example: a part-time NTT faculty member teaching two undergraduate courses would have a TLC of 6 and an FTE of .5 for that semester.

Q. *For a full-time faculty member that may not meet the minimum, should we assign the full presidential credits permitted or only the amount of credit needed to meet the minimum?*
A. Departments should only give the amount needed to allow the faculty to complete the minimum. Instructional releases should be based on the guidelines provided by Regents' Rule 31006 as indicated in Table I below.

TABLE I: ACADEMIC WORKLOAD CREDITS AT UTA, AY 2017-18

Section	Type of Teaching Equivalency	Justification	Max per Semester
CATEGORY I: Teaching Equivalencies by Policy, UT Regents Rule 31006			
6.10.	Administrative	Department Chair	6
6.10.	Administrative	Associate Department Chair	3
6.10.	Administrative	Assistant Department Chair	3
6.10.	Administrative	Administrative/Professional Support	6
6.10.	Administrative	Associate Dean	6
6.10.	Administrative	Associate Dean/Grad Studies	6
6.10.	Administrative	Director- Center/Institute	6
6.6	Instructional	Multiple Section Coordinator	3
6.6	Instructional	Academic Program Coordination	3
6.6	Instructional	TA/Lab Coordinator/Supervisor	3
6.9	Instructional	Insufficient Enrollment	3
6.11	Research/New Faculty	1st year only, develop course material	3
6.12	Instructional	New Course Dev, Materials, Format	6
CATEGORY II: Presidential Credits			
6.13	Instructional	Major Academic Advising	3
6.13	Research	Basic & Applied Research (FDL, Research Reapportionment)	6
6.13	Instructional	Preparing major document for programmatic needs, accreditation	6
6.13	Instructional	Duties performed in the best interest of the institution's instructional programs as determined by the President	9

Q. What if a faculty member does not meet the minimum workload requirement as a result of FMLA or military leave?
A. Please include a note in the Workload Report and do not assign presidential credits.

Definitions and Terminology

Assignment Creation Date: Assignments created in UTA Flow, and subsequently UT Share, prior to the start date of classes will work through the IDM process based on the date the assignment was created in UTA Flow, not the effective date of the assignment. Access to Blackboard and MyMav occurs shortly after the "assignment creation" date.

Assignment Type: This is a selection in MyMav that determines if the instructor's workload will be included as part of the Coordinating Board reports. The default faculty assignment type is "Regular" and faculty with this assignment will be included in the reports. Faculty with the assignment type "CB Exclude" will not be reported on the Coordinating Board reports. Prior approval from the dean is required for CB exclude.

Course Semester Credit Hours: One credit hour "reasonably approximates not less than one hour of classroom or direct faculty instruction [plus] a minimum of two [to three] hours out of class student work each week for approximately fifteen weeks for one semester hour of credit, … or the equivalent amount of work over a different amount of time, or at least an equivalent amount of work for other academic activities including laboratory work, internships, practicum, studio work, and other academic work leading to award of credit hours."

CBM008 –Coordinating Board Report. The purpose of this report is to collect data on the academic duties and services of any type of faculty appointments, regardless of their source of funds or their assignment. Instructional faculty on sabbatical leave should be reported with '000' percent time but at their regular salaries, even if they may be receiving a reduced amount. This report will reflect conditions as of the official census date of the fall and spring semesters.

CB Exclude: instructors coded as CB exclude will not be reported on the CB nor Workload Reports. Prior authorization from the Dean is required to use CB exclude. For TAs, CB Exclude will be selected under assignment type with the Autocalc checkbox unchecked and the load factor and workload boxes blank.

Effective Date: This date indicates when the action or event should occur. The effective date enables the system to maintain history of all changes related to a record.

Empl ID: A unique 10-digit number (e.g. 1000123456) assigned to individuals with an affiliation with UTA. It is used in the place of the social security number to identify an individual.

Faculty Academic Workload: Each person paid full-time from "Faculty State Appropriated Salaries" is assigned a minimum academic workload equivalent to eighteen semester credit hours of instruction in organized undergraduate classes during each nine-month academic year. Workload for U.T. System faculty members is expressed in terms of classroom teaching, teaching equivalencies and presidential credits for assigned activities.

Faculty Full-Time Equivalent (FTE): for Faculty Workload Reports that provide data to CBM008, FTE is the full load expected of a faculty member in that school/college, or in some cases, department. College X may expect FT non-TT faculty to teach 4 undergraduate courses per long semester, totaling 12 TLCs per semester or 24 per academic year. For College X, 1.0 FTE= 24 TLCs. A part time non-TT faculty member in College X teaching 2 undergrad courses per semester= .50 FTE.

Faculty Positions: based on UT System [Rule 31001](#), faculty positions include tenured and non-tenure track appointments and titles such as Professors, Clinical Professor, Lecturers, etc.

Faculty Workload Equivalencies (see p. 32 for full list from Regents Rule 31006):

6.9 Insufficient enrollment: a reduced workload may be granted temporarily if assigned classes do not materialize because of insufficient enrollment. This exception may be granted for two consecutive long-semesters only for any particular faculty member. Additional duties may be assigned in lieu of a course (6.9).

6.10 Administrative Services: workload credit may be granted for a faculty member who is head of a department or head of a comparable administrative unit up to a maximum of six semester hours of workload credit per semester. When justified by the department head/unit head, and approved by the institutional head, three hours of credit may be given to faculty members who provide non-teaching academic services to the department/unit head. In no case will the total for departmental administration including the head, exceed nine workload credits per semester unless the institution's organizational structure includes academic units composed of more than one academic discipline (6.10).

Example: if the Department Chair is receiving six (6) workload credits per semester, the Assistant/Associate Chair/ Director may only receive up to three (3) credits per semester.

6.11 New Faculty Members: at the recommendation of the department head or comparable unit and upon approval of the institutional head, up to three semester hours of workload credit for each of two semesters may be given to a newly appointed faculty member during the first year of employment for the purpose of developing instructional materials for the courses he/she will teach (6.11)

Faculty Workload Presidential Credits 6.13
1) **Major Academic Advising:** Academic workload credit may be given with approval from the institutional head (Regents Rule 6.13).
2) **Basic and Applied Research:** Academic workload credit may be given following a research work plan approved pursuant to institutional policy (6.13)
3) **Preparing Major Documents:** Academic workload credit may be given in the fulfillment of programmatic needs or accreditation requirements (6.13)
4) **Other:** Academic workload credit may be given for duties performed in the best interest of the institution's instructional programs as determined by the president (6.13).

Full-Time Faculty: A person who is full-time is paid 100% from stated appropriated funds. For tenured/ tenure-track faculty minimum workload equivalent to eighteen semester credit hours of instruction in organized undergraduate classes each nine-month academic year.

GRA (Graduate Research Assistant): Graduate students assisting faculty by supporting research not instruction. They should not be teaching or assisting a faculty member with their course by grading.

GTA (Graduate Teaching Assistant): Graduate students assisting faculty by grading or supporting instruction. GTAs should not be given a percentage teaching responsibility factor such as 1% (0.1) to provide access to MyMav and/or Blackboard. GTAs should be listed as TAs in the pull-down menu unless they are instructors of record.

Instructor of Record: UT Arlington identifies the person that delivers the majority of the course content and that maintains grading authority as the "instructor of record". Courses may have a secondary instructor if the teaching and grading responsibility are split. These designations must occur in the MyMav Instructor Assignment Page.

Load Factor: Load Factor is the responsibility for instruction as assigned to each instructor if more than one instructor is assigned. Only one instructor can be assigned as the primary instructor; others must be assigned as secondary instructors. Assign the appropriate percentage to each instructor (e.g. 50/50, 60/40, 70/30) making sure that combined they add up to 100. Individuals assigned to classes with 0% Responsibility Factor will still be able to access Blackboard and MyMav Grade Roster. Please DO NOT give a small responsibility factor such as 0.1% to an individual for those purposes.

Part-Time Faculty: When a faculty member is paid partially from a source of funds other than the 'faculty salaries' line item, the minimum workload shall be proportioned to the percentage of salary paid from the appropriations item 'Faculty Salaries'.

Position: A position is a collection of tasks, duties and responsibilities performed by an employee. The position title also referred to as the "working" title, may be unique to the position and/or the department and is often more specific than the job title. Example: Director of Student Financials, we may have 50 employees with the job code and title of "Director", but we would only have 1 employee with a position title of "Director of Student Financials".

Presidential Credits and Workload Equivalencies: Workload equivalencies may be granted by the head of the institution (president) for duties not specified in Section 6.1 to 6.12 of Regents Rule 31006. Presidential credits are granted for duties specified in Section 6.13.

Primary Instructor: ("Prim Instr") The primary instructor delivers instruction and assigns grades. In class sections in which two or more faculty are assigned an instructor role, at least one must be designated the Prim Instr. Note that in a multiple component class (e.g., lecture and lab) at least one instructor needs to be assigned to each component.

Secondary Instructor: in the case that two or more instructors are assigned to a course, UT Arlington guidelines require that one be named a primary instructor, and one (or more) as secondary instructors. The secondary instructor must also have faculty credentials on file and may teach, grade papers or provide support functions. The percentage responsibility for teaching can be divided as determined by the teaching faculty and department e.g. 50/50, 60/40, etc.

Summer Teaching: summer teaching appointments are not applied toward the fulfillment of faculty workload distribution for CBM008.

Teaching Load Credit (TLC): Each tenured and tenure-track faculty paid full-time from the appropriations item "Faculty Salaries" shall be assigned a minimum workload equivalent to 18 semester credit hours of instruction in organized undergraduate classes each nine-month academic year. Minimum Teaching load requirements for non-tenure track faculty is 12 undergraduate credit hours per semester. Less than full-time is proportioned to the percentage of salary paid from Faculty Salaries.

Team-Taught: Courses will have the teaching load credit divided according to the percent of responsibility of each faculty member as indicated on the official Instructor Course Assignment.

Tenured Faculty: Faculty holding the rank of professor or associate professor. Emeritus Faculty are not included.

Tenure-Track faculty: assistant professors

Undergraduate student positions: Student Assistant, Student Associates, Tutors, etc. They should not be included in faculty workload reports and should be coded as CB Exclude.

Workload: Credits assigned based on the official UT System Minimum Faculty Academic Workload Requirements. (If the course is lecture/lab combination the lec/lab contact hours will be used to calculate workload credits – lecture rate for each lecture contact hours and lab rate for each lab contact hour).

Zero (0) Percent Appointment: individual in the following situations may have a faculty appointment that requires a 0% teaching load:
   * Individuals with administrator/staff appointments (100% A&P salary) assigned to teach a class (no instructional appointment). If an 100% A&P/administrator is teaching a course, please include the course information and TLCs in the Comments section of the Workload Report.
   *Faculty members who may have left the university but are still supervising a thesis or dissertation.
   *Individuals teaching UT Arlington courses but not paid by the university (example: military science).

Formulas for Workload Credits: Automatically calculated in MyMav

Undergraduate	Graduate
Lecture (LEC) = 1.0 TLC per each credit hour (3 credit hour course=3 TLCs) *Seminar (SEM)* = 1.0 TLC per each credit hour *Lab (LAB)* = 1.0 TLC per each 1.5 class contact hour	*Lecture (LEC)* = 1.5 TLC per each credit hour (3 credit hour course = 4.5 TLCs) *Seminar (SEM)* = 1.5 TLC per each credit hour *Lab* (LAB) = 1 TL credit for each class **contact** hour
INDIVIDUAL INSTRUCTION *Supervision* (i.e. student teaching, practicum, etc.) = 1.0 TLC for each 12 total student semester credit hours. Independent study = .10 TLC for each student semester credit hour Note: in no case will individual instruction in a single individual instruction course generate more teaching load credits than if the course were taught as a regularly scheduled, organize course.)	**INDIVIDUAL INSTRUCTION** Practicum = 1 TLC for each 8 total student semester credit hours Independent study = .20 TLC for each student semester credit hours Doctoral Dissertations = 1 TLC for each 3 total student semester credit hours. Credit given only to chair of committee.
SPECIALIZED INSTRUCTION 1.5 contact hours of instruction for each week of a long-term semester will be considered the equivalent of one semester credit hour of undergraduate instruction: 　　regularly scheduled laboratory and clinical courses 　　physical activity courses 　　studio art 　　studio music instruction 　　primary music performance organizations, such as ensembles and marching bands	

Enrollment Factor											
Class size	59 or less	60 - 69	70 – 79	80 – 89	90 – 99	100 – 124	125 – 149	150 – 174	175 – 199	200 – 249	250 or more
Factor	1.0	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	2.0

Type of Instruction	
Lecture and Seminar *Must know following information:* • Course credit hours • Course level (undergrad/grad) • Workload factor: 1.0 for undergraduate and 1.5 for graduate • Enrollment factor (see table above) **CALCULATE: course credit hours x workload factor x enrollment factor = workload** Example: Course credit hours for ARCH 1301 = 3 SCH Course level is undergraduate 　　Workload factor is 1.0 　　　Enrollment is 65, therefore enrollment factor is 1.1 Formula: 3 x 1 x 1.1 = 3.3 **Faculty workload is 3.3**	**Lab and Private Lesson** *Must know following information:* • Instructor Contact Hours • Course level: undergraduate <5000, graduate >5000 **CALCULATE:** **If undergraduate, formula is Contact hours / 1.5** **If graduate, formula is Contact hours X 1.0** For example: Undergraduate course with 2 contact hours Formula: 2/1.5=1.3333 **Faculty Workload is 1.33**

Independent study
Must know following information:
    •   Course credit hours
    •   Course level (undergrad/graduate)
    •   Workload factor: 0.1 for undergraduate courses and 0.2 for graduate courses
    •   Enrollment
 	
CALCULATE: workload factor x (# of students X course credit hours) = workload
 	
Example: Course credit hours for Physics 1402 = 4
Undergraduate Workload factor = 0.1
Enrollment is 3
 	
Formula: 0.1 x (3 students x 4 credit hours) = .1 x 12=1.2
Faculty workload is 1.2
 	
Graduate Example: 3 students enrolled in Psych 5600 (IND)= .2 X (3 students X 6 credit hours)= .20 x 18=3.6
Faculty Workload is 3.6
Graduate Example: 3 students enrolled in Psych 5391 (IND)= .2 X (3 students x 3 credit hours)= .20 X 9 = 1.8
Faculty Workload is 1.8
	Master's Thesis (Only for Chair of Committee)
	Must know following information:
	    • Course credit hours
	    • Workload factor: 1 TLC for 6 student credit hours
	
	CALCULATE: course credit hours x enrollment / workload factor= workload
	
	Example: Thesis Course 5398 with 2 students enrolled
	Course credit hours = 3
	
	Formula: (3 x 2.0) / 6 = 1
	Faculty workload is 1 TLC
	
	Doctoral Dissertation (Only for Chair of Committee)
	1 TL credit for each 3 total student semester credit hours
	Example: 6399= 1 TLCs per student
	          6699= 2 TLCs per student
	          6999= 3 TLCs per student
	
	Example: PAPP 6999 with 2 students enrolled
	Formula: 9 x 2/3= 6
	Faculty Workload is 6 TLC

ASSIGNING AN INSTRUCTOR TO A TASK

Procedure

This procedure will describe how to assign an instructor to a class and enter the necessary Workload information.

Important: Click the book icon below to open a document that provides supplemental information that may be helpful in completing this procedure.

Step 1:

After logging into MyMav click the **Main Menu** to begin navigating to the correct area.
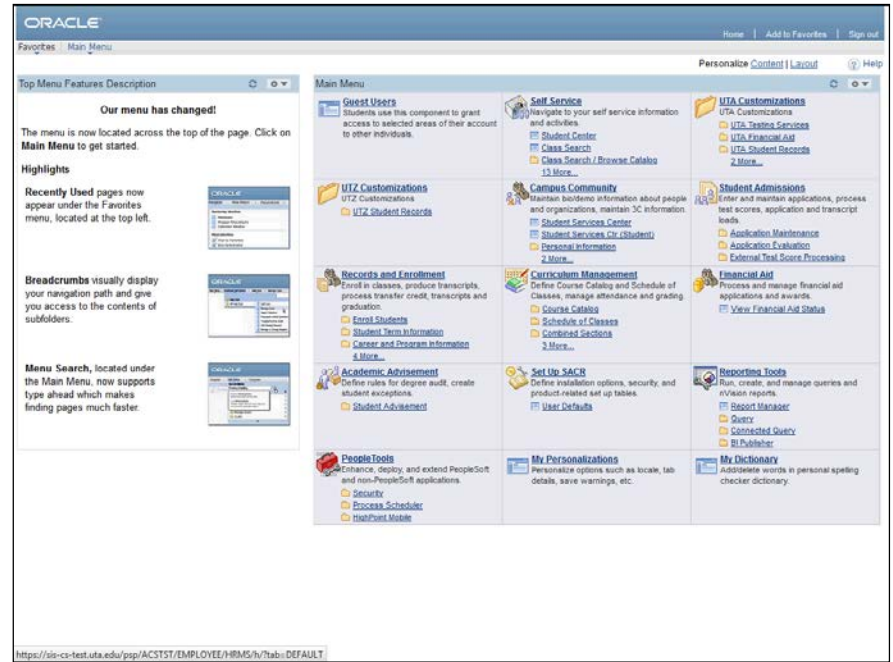
Step 2:

Click the **Curriculum Management** menu.
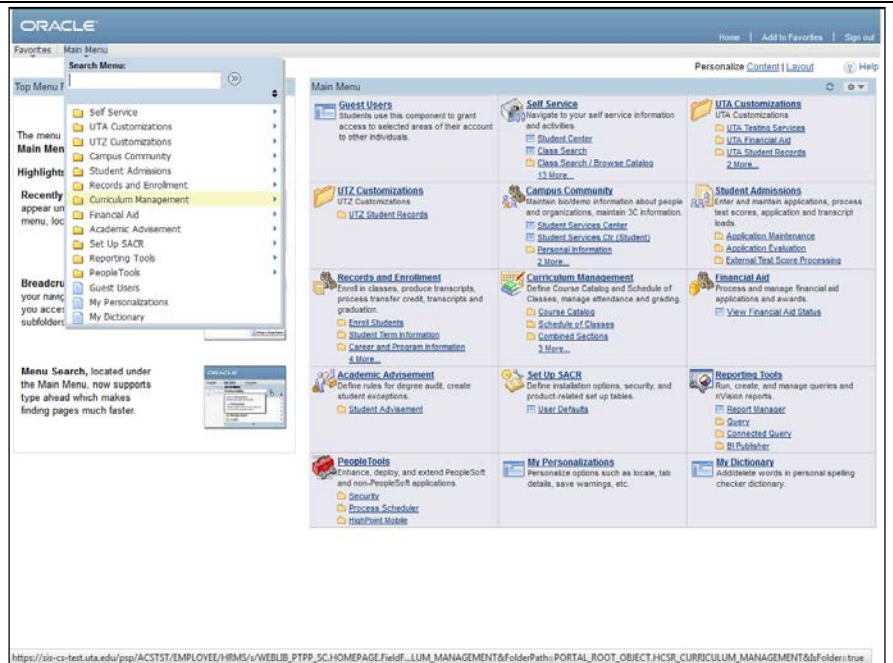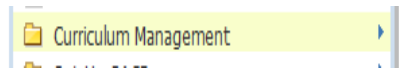
Step 3 Click the **Schedule of Classes** menu. 📁 Schedule of Classes ▶	
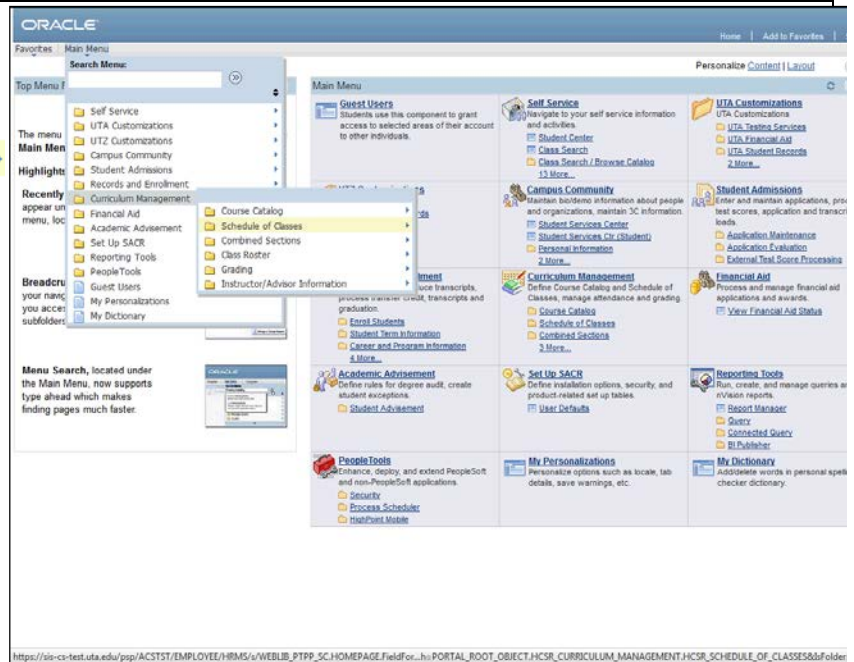
Step 4 Click the **Schedule Class Meetings** menu. 📄 Schedule Class Meetings	
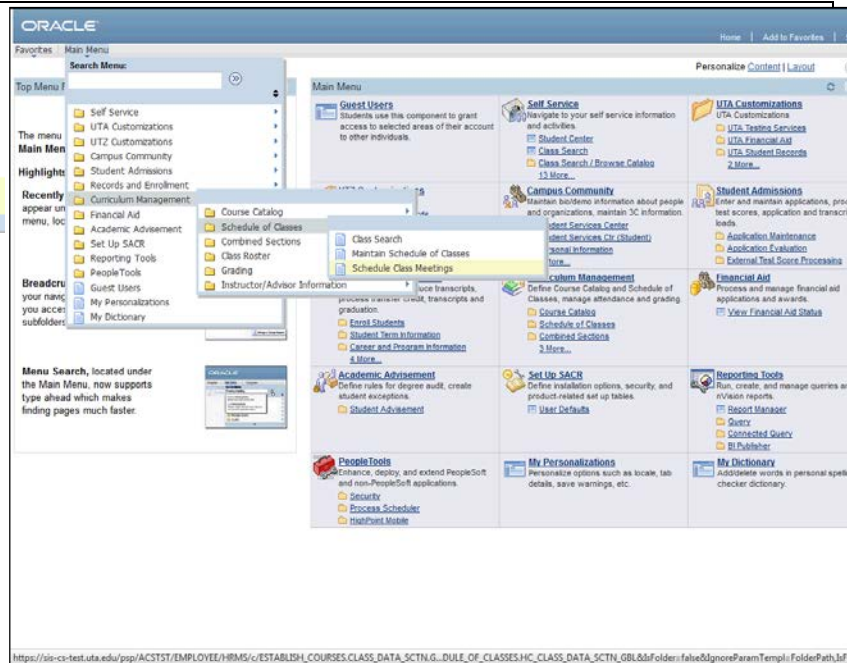
Step 5 Click the **Look up button (Alt+5)** next to the term field. Alternatively you could enter the term code if you know it.	
Step 6 By using the lookup button you are provided with a list of term choices. For this example click the **2016 Fall** link.	
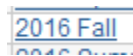
Step 7	
Click in the **Subject Area:** field. For this example we will look for Architecture 1301-001.	

Step 8	
Type the subject code for the class into the **Subject Area:** field. For this example Enter "**arch**" for Architecture.	

Step 9 Click in the **Catalog Nbr:** field.	

Step 10 Enter the desired information into the **Catalog Nbr:** field. Enter "**1301**".	

Step 11

Click in the **Class Section:** field.

Step 12

Enter the desired information into the **Class Section:** field. Enter "**001**".

Step 13 Click the **Search** button. 	

Step 14 If you know the ID of the instructor you want to assign to the class you could enter it here. For this example we will click the **Look up ID (Alt+5)** button to search for the instructor. 	

Step 15 After a Job Assignment to hire an instructor has been processed through Human Resources and they have been added to UTShare they will be automatically added to MyMav. After this occurs there is still an overnight process that identifies teaching positions and adds those individuals to the Instructor/Advisor Table in MyMav. That procedure allows the Instructor to be listed here so that they can be added to a class. **It is no longer necessary to process 0% appointments to get a new instructor added prior to their appointment start date.** If their job assignment has been approved and entered into UTShare by HR they should be in this list the next day.	
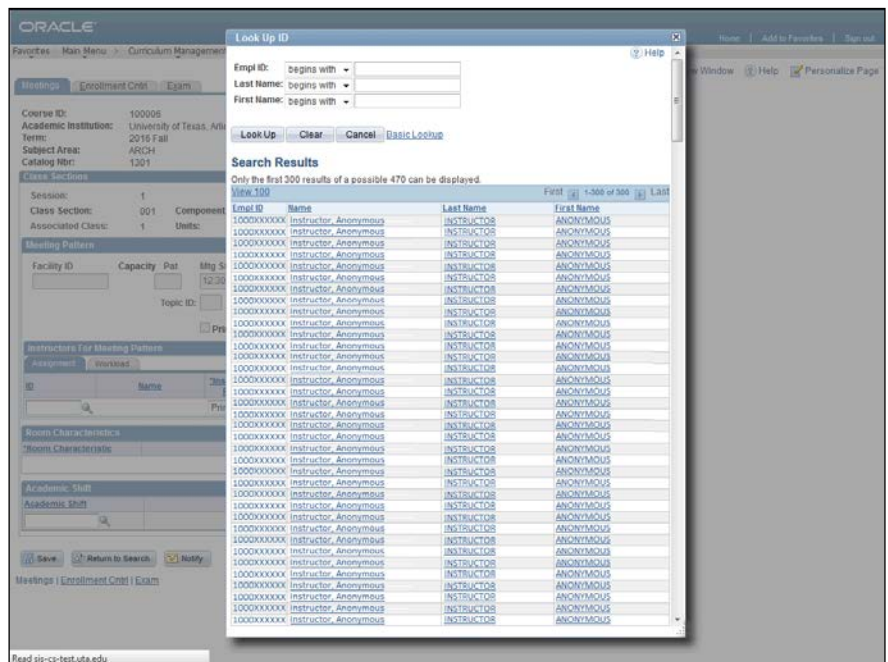
Step 16 Faculty appointments need to be processed through UTA Flow at least two weeks in advance. It will take at least 24 hours for the appointment to process and for their name to appear in MyMav for assignment of classes. If the instructor is a returning employee, you can search for that person using the Look Up ID feature.	
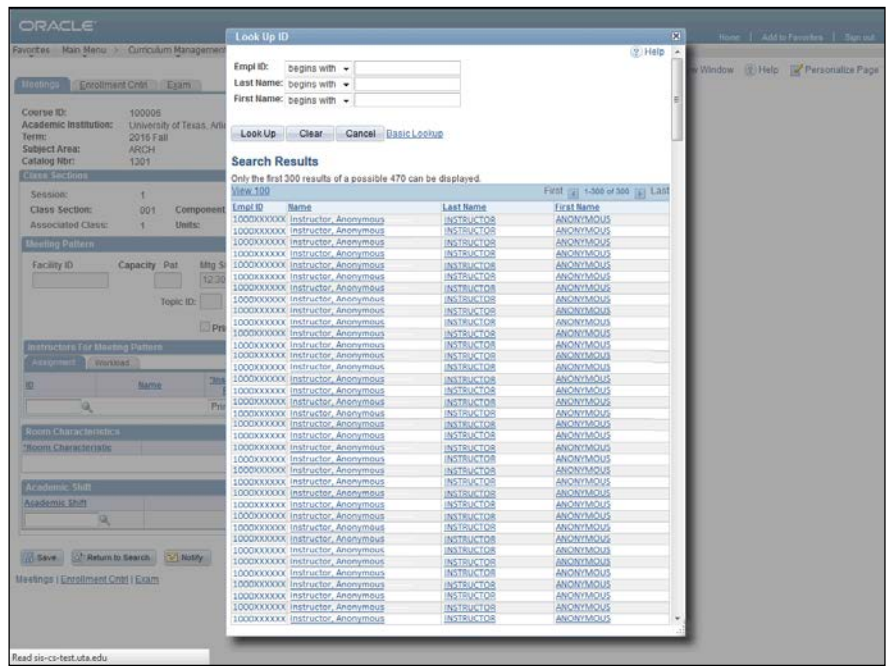
Step 17

In this case since we are looking for an instructor named "Anonymous Instructor" we can enter "**I**". into the **Last Name:** field.

Step 18

Click the **Look Up** button.

Step 19 Click the **Instructor, Anonymous** link. Instructor, Anonymous	

Step 20 Click the drop down list for Instructor Role. Prim Ins ▾	

Step 21

Click the **Prim Instr** list item.

NOTE: There should be at least one Primary Instructor ("Prim Instr") assigned to a class. In class sections with two or more faculty assigned an instructor role, please ensure that at least one is designated the Prim Instr. Note that in a multiple component class (e.g., lecture and lab) at least one instructor needs to be assigned to each component.

Step 22

Click the proper selection. The Faculty member we are adding will be assisted by a TA but he is still the Instructor of Record and has primary responsibility for the class. Choose "**Prim Instr**."
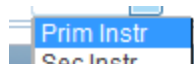
Step 23

Leave the checkmark in the Print category. This allows the instructors name to be published in the Schedule of Classes.

Step 24
Access Settings:
- **Approve:** Use this setting for the primary instructor who is responsible for grading. Primary instructors will need to set their grade approval status to "approved" in MyMav when their grades are final. The Approve setting has the added advantage of validating that all grades have been entered correctly, as the setting will not be accepted if grades are missing from the roster. See Primary Instructor access in screenshot.
- **Grade:** If GTAs or auxiliary faculty have been approved by their academic departments to enter grades into MyMav, use the Grade setting. It allows direct grade entry into MyMav as well as Blackboard, but does not allow grade approval in MyMav. **Do not provide load credit (e.g. 1%) to GTAs or auxiliary instructors that are not instructors of record.**
- **Blank:** In academic departments that do not allow GTAs or auxiliary faculty into MyMav grade rosters (the majority of departments), leave the access setting blank. This will allow grade entry into Blackboard but not into MyMav. Additionally, this setting allows access into the MyMav Class Roster. All academic coaches and shadow instructors must have a blank in the access field. See TA access in screenshot below.
- **Post:** Do not assign post.

Step 25

Approve: Use this setting for the primary instructor who is responsible for grading.   The Approve setting has the added advantage of validating that all grades have been entered, as the setting will not be accepted if grades are missing from the roster. See Primary Instructor access in screen shot below.
Grade: If GTA's or auxiliary faculty have been approved by their academic departments to enter grades into MyMav, use the Grade setting. It allows direct grade entry into MyMav as well as Blackboard, but does not allow grade approval in MyMav.
Blank: In academic departments that do not allow G/TAs or auxiliary faculty into MyMav grade rosters (the majority of departments), leave the access setting blank. This will allow grade entry into Blackboard but not into MyMav. Additionally, this setting allows access into the MyMav Class Roster. All academic coaches and shadow instructors must have a blank in the access field. See TA access in screen shot below.
Post: Do not assign post.

Step 26

To enter an additional instructor for the same Meeting Pattern row, click the plus sign "**+**"

NOTE:

There should be at least one Primary Instructor ("**Prim Instr**") assigned to a class. In class sections with two or more faculty assigned an instructor role, please ensure that at least one is designated the Primary Instructor. At least one instructor must also have Approve access for grading purposes. In a multiple component class (e.g., lecture and lab) at least one instructor needs to be assigned to each component. Each component will have its own class section number.

Step 27 Click the **Add a new row at row 1 (Alt+7)** plus sign graphic. This will allow you to assign a second instructor to the same class section. ➕	

Step 28 The default faculty **Assignment Type** is '**Regular**' and faculty with this assignment type will be included in the Coordinating Board reports. TAs should have the assignment type '**CB Exclude**'. They will not be reported on the Coordinating Board Faculty, Class, and Workload reports. The autocalc box should be unchecked and the load factor and workload box should be blank. A person with a **Load Factor** of zero percent should have the Assign Type of **CB Exclude**. Please **DO NOT** select the assignment type of '**Do Not Use**'.	

Step 29

Load Factor:

Assigning multiple instructors to a class:
Total Responsibility Factor for a class must be equal to 100%. If total Responsibility Factor is not equal to 100%, then the teaching load credit for the class will be divided evenly among all individuals with '**Regular**' assignment type on the class.

A Responsibility Factor of less than 1% will be reported as 0 in the Work Load Report.

A Responsibility Factor greater than 1% will be rounded to the nearest whole number in the Work Load Report (e.g., 49.3% = 49% and 49.7% = 50%).

Individuals assigned to classes with 0% Responsibility Factor will still be able to access Blackboard and MyMav Grade Roster. Please **DO NOT** give a small responsibility factor such as 0.1% to an individual for those purposes.

Step 30

Leave the **Auto Calc** checkbox selected for any instructors who have a Load Factor (% responsibility) for the class.

Step 31

In this example we will uncheck the **Auto Calc** checkbox for the row with the TA assigned since that person has no responsibility or **Load Factor** for the class.
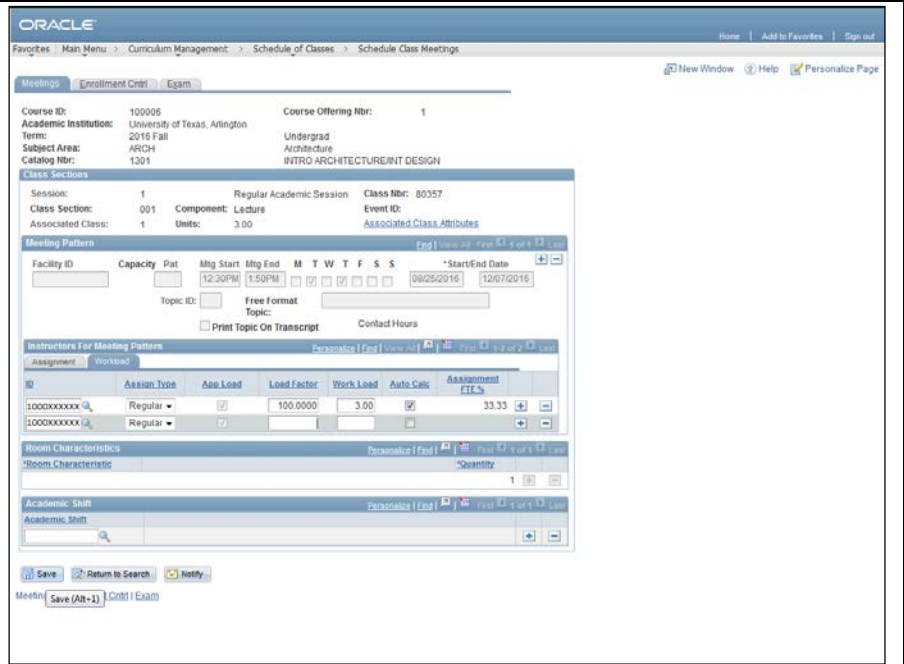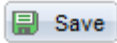

Step 32

For this example we have assigned a primary instructor and a TA. We have assigned 100% Load Factor to the primary instructor. In order to leave the Load Factor and Workload fields blank for the TA we first unchecked the Auto Calc checkbox. If there is anything in these fields we can now erase it.
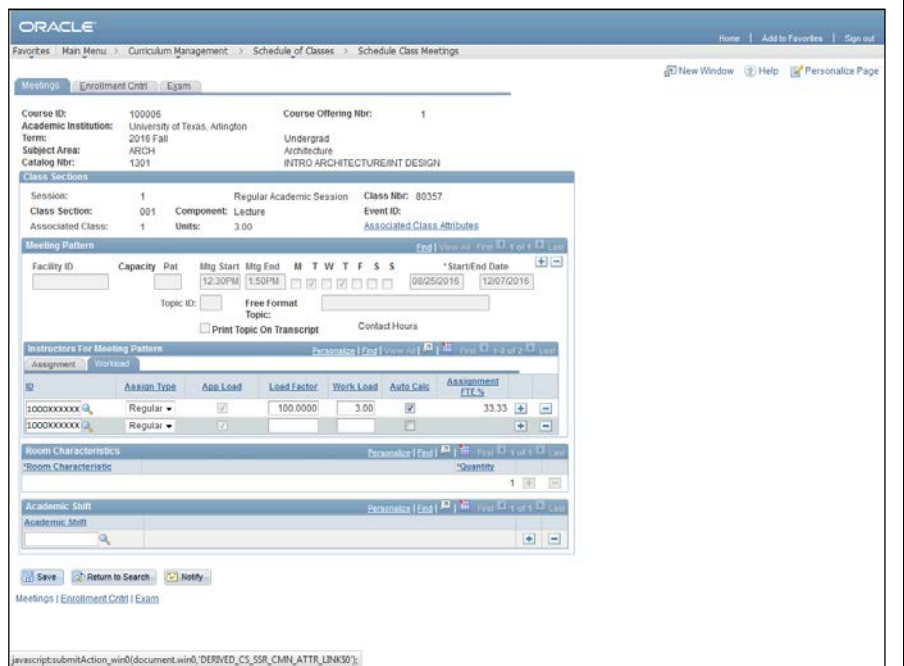
Step 33 Click the **Save** button. [Save button icon]	

Good Job! You have completed the procedure. **End of Procedure.**	

Entering Workload Teaching Equivalencies and Presidential Credits

Faculty Workload Teaching Equivalencies (see table on p. 6) and Presidential Workload Credits (Regents Rile 31005, 6.13) will be entered on MyMav's Instructor Term page.

Once Presidential TLCs (Teaching Load Credits) are approved by the Provost's Office for a faculty member, the department can also enter these credits through the MyMav Instructor Term page

Per UT System Rule 31006, 6.13 Departments are required to request approval for Presidential credits:

Academic workload credit granted by the head of the institution for all other purposes is limited to 1% of the total semester credit hours taught at the institution during the comparable (fall or spring) semester in the previous year. With the approval of the institutional head, limited faculty workload credit (within the 1% limit above) may be granted for major academic advising responsibilities, for basic and applied research following a research work plan approved pursuant to institutional policy, for preparing major documents in the fulfillment of programmatic needs or accreditation requirements, or for duties performed in the best interest of the institution's instructional programs as determined by the head of the institution.

Procedures:

1. Departments request Presidential Credits (6.13) in Spring semester using the Provost's office form. Deadlines for submission of faculty instructional workload credits, as well as Presidential Credits are on p. 3 of manual.

2. Once approved by the Provost's Office, as the Presidential designee for review of Faculty Workload Credits, the department may enter the presidential credits via the MyMav Instructor Term page.

The University of Texas System Rules and Regulations of the Board of Regents --- Rules: 31006

Title: Academic Workload Requirements Rules and Regulation

Sec. 1 Statutory Requirement.

State law requires the Board of Regents to adopt rules concerning faculty academic workloads. *Texas Education Code* Section 51.402 recognizes that important elements of workload include classroom teaching, basic and applied research, and professional development. Workload for the faculty members of the institutions of The University of Texas System is expressed in terms of classroom teaching, teaching equivalencies, and presidential credits for assigned activities.

Sec. 2 Minimum Workload.

Each person paid full time from the appropriations item "Faculty Salaries" shall be assigned a minimum workload equivalent to 18 semester credit hours of instruction in organized undergraduate classes each nine-month academic year, or fiscal year at an institution's option, in accordance with guidelines listed below.

Sec. 3 Source of Funding.

When a faculty member is paid partially from a source of funds other than the "Faculty Salaries" line item, the minimum workload shall be proportioned to the percentage of salary paid from the appropriations item "Faculty Salaries."

Sec. 4 Supervision of Teaching Assistants.

Teaching assistants shall be used only when given proper guidance and supervision to ensure quality instruction. The minimum faculty workload established below does not apply to graduate teaching assistants or assistant instructors who are pursuing degrees. The institutional head is responsible for assuring that all teaching assistants are carefully supervised.

Sec. 5 Institutional Requirements.

This policy sets the minimum workload and equivalencies only; an institution may enact more intensive and/or more detailed minimum requirements for inclusion in the institutional *Handbook of Operating Procedures*, following appropriate approvals. For example, an institution may set individual minimum requirements, consistent with these minimum guidelines, for a specific school or college.

Sec. 6 Equivalencies.

The following equivalencies are available to meet workload requirements:

6.1 Graduate Instructions.

One semester credit hour of graduate instruction will be considered the equivalent of one and one-half semester credit hours of undergraduate instruction.

6.2 Labs.

One and one-half contact hours of instruction of regularly scheduled laboratory and clinical courses, physical activity courses, studio art, studio music instruction, and primary music performance organizations, such as ensembles and marching bands, for each week of a long-term semester will be considered the equivalent of one semester credit hour of undergraduate instruction.

6.3 Supervision.

Supervision of student teachers, clinical supervision, and intern supervision shall be credited such that 12 total student semester credit hours taught will be considered the equivalent of one semester credit hour.

6.4 Honors Program or Individual Research Projects.

Supervision of student practicum and individual instruction courses, such as honors programs and individual research projects, shall provide equivalency at the rate of one-tenth semester credit hour for each student semester hour of undergraduate instruction and one-fifth semester hour for each student semester hour of graduate instruction per long-term semester. In no case will individual instruction in a single course generate more semester credit hour equivalence than if the course were taught as a regularly scheduled, organized course.

6.5 Thesis or Dissertation Supervision.

Graduate thesis or dissertation supervision shall provide equivalent credit hours only to the chairperson of the thesis or dissertation committee at the rate of one semester credit hour for each six total student semester hours of thesis research credit and at the rate of one semester credit hour for each three total student semester hours of dissertation credit.

6.6 Coordination of Courses.

A faculty member who coordinates several sections of a single course shall be given one semester hour of workload credit for each six sections coordinated up to a maximum of three semester hours of credit per semester.

6.7 Large Classes.

Workload credit may be proportionally increased for teaching a large class that requires extensive grading or evaluation of students' work by the faculty member according to the following weighing factors:

Weighing Class Size	Factor
59 or less	1.0
60 - 69	1.1

70 - 79	1.2
80 - 89	1.3
90 - 99	1.4
100 - 124	1.5
125 - 149	1.6
150 - 174	1.7
175 - 199	1.8
200 - 249	1.9
250 or more	2.0

6.8 Proportional Credit.

When more than one teacher participates in the instruction of a single course, the credit is proportioned according to the effort expended.

6.9 Insufficient Enrollment.

A reduced workload may be granted temporarily if assigned classes do not materialize because of insufficient enrollment and when additional classes or other academic duties cannot be assigned to the faculty member. This exception may be granted for two consecutive long-term semesters only for any particular faculty member.

6.10 Administrative Services.

Workload credit may be granted for a faculty member who is head of a department or head of a comparable administrative unit up to a maximum of six semester hours of workload credit per semester. When justified by the department/unit head and approved by the institutional head, three hours of credit may be given to faculty members who provide non-teaching academic services to the department/unit head. In no case will the total for departmental administration, including the head, exceed nine workload credits per semester unless the institution's organizational structure includes academic units composed of more than one academic discipline.

6.11 New Faculty Members.

At the recommendation of the head of the department or comparable unit and upon approval of the institutional head, up to three semester hours of workload credit for each of two semesters may be given to a newly-appointed faculty member during the first year of employment for the purpose of developing instructional materials for the courses he or she will teach.

6.12 Course Development.

At the recommendation of the departmental chair and upon approval of the institutional head, workload credit may be granted to a faculty member involved in the creation of a new course, new course format, or new course materials.

6.13 Credit Granted by Institution Head.

Academic workload credit granted by the head of the institution for all other purposes is limited to 1% of the total semester credit hours taught at the institution during the comparable (fall or spring) semester in the previous year. With the approval of the institutional head, limited faculty workload credit (within the 1% limit above) may be granted for major academic advising responsibilities, for basic and applied research following a research work plan approved pursuant to institutional policy, for preparing major documents in the fulfillment of programmatic needs or accreditation requirements, or for duties performed in the best interest of the institution's instructional programs as determined by the head of the institution.

Sec. 7 Monitoring of Workloads.

The president of an institution shall designate the officer of the institution who will monitor workloads, review workload reports, and submit the reports to the institutional head for approval and comment, as appropriate, prior to submitting the reports to the Board of Regents through the System Administration following the standard reporting format and deadlines as provided by the Texas Higher Education Coordinating Board in accordance with *Texas Education Code* Section 51.402 and any applicable riders in the current *General Appropriations Act*.

Sec. 8 Compliance Assessment.

Every faculty member's compliance with these minimum academic workload requirements shall be assessed each academic year. If a faculty member is found to be out of compliance, the institution shall take appropriate steps to address the noncompliance and to prevent such noncompliance in the future.