The following general faculty workload requirements, rules, and regulations in effect are the applicable resulting policies as amended for Texas Southern University in accordance with Section 51.402 (b), (c), and (d) of the Education Code as Approved by the Board of Regents, October 5, 1978.

Associate deans, department heads, area coordinators, and area chairpersons who receive their salaries from instructional funds will be assigned instructional duties with the equivalent of three (3) semesters hours, which will be credited to the teaching load or allowed for academic/administrative responsibilities resulting in a total teaching load that is consistent with the workload policy as approved by Board of Regents on May 6, 2005. In addition to formalized instruction by way of lecture, laboratory, practice, seminar, the independent study, and supervision of thesis and dissertation are included as well. The above will, of course, apply in the case of all other full-time instructional personnel.

Part-time faculty shall be paid on the basis of the number of semester hours taught in accordance with the pay schedule by rank as set by the university.

The assignments of faculty in the Clinical Pharmacy Program for four (4) semester hours of lecture per week and twenty-four (24) clock hours per week of supervision of practical training of fifth year Pharmacy students at Clinical Rotation Sites in hospitals and health care institutions shall constitute a full workload. This combination of work assignments is equivalent to more than the twelve (12)-semester hour workload.

It is the policy of the Texas Southern University School of Law, in compliance with Standard 404 of the American Bar Association Standards and Rules of Procedure as amended in 1977, to make course load assignments on an academic year basis. The basic policy is to assign a professor no more than (5) courses during an academic year and to require said professor to teach an average of fourteen (14) semester hours during an academic year. Thus, a law professor is considered to have a full load if he or she teaches three (3) courses one semester of the academic year. It is also the policy of the School of Law to give teaching load credit, normally the equivalent of one course, for research and preparation of a new course assignment.

Clinical Faculty: Faculty members teaching in clinical legal education are expected to teach no more than one class per semester; however, the teaching of a normal substantive course is not required. A clinical professor is considered to have full-time work if that professor has direct supervisory responsibility for students enrolled in one of the clinical courses. Clinical professors shall supervise at least five (5) students per semesters.

Implementation of the Faculty Workload Policy is the collaborative responsibility of all academic administrators. In this regard, department heads, area coordinators, and chairpersons must assume responsibility for the assignment of instructional duties for each member of his or her departmental faculty. It is the responsibility of the dean of each school to monitor all instructional assignments within his or her school and make certain that the policy on Faculty Workloads is followed or adhered to in the case of each faculty member. It shall be the responsibility of each dean to review and otherwise monitor the Faculty Workload Policy for the total faculty of his or her school and certify to the vice president for academic affairs that the policy has been implemented as required.
Each dean shall submit individual workload reports for each faculty member on forms developed by the Office of the Vice President for Academic Affairs to include data on academic duties and other services performed. All exceptions to full or part-time workload requirements should be noted and fully explained and justified.

Prior to the 12th class day during the academic year and the fourth day of each summer term, academic deans and department heads must adjust faculty the schedule of course offerings to eliminate all small classes and adjust faculty assignments to assure that the proportion of time devoted to instructional activities is the same as the proportion of salary received from instructional funds.

It shall be the responsibility of the vice president for academic affairs to submit a summary of workload information to the president and to the Board of Regents immediately following the 12th day of classes during the academic year, and after the 4th day of each summer term. Any variations noted in the approved policy on faculty workloads will be reported.

The supervision of four dissertations or theses of students enrolled in a dissertation or thesis courses shall be equivalent to a three-semester hour graduate course. The assignment of equivalency in the supervision of dissertations or theses will apply to only the principal advisor of such dissertations or theses. The supervision of fewer than four dissertations or theses can be equated by the appropriate number of credit hours based on the ratio of four dissertations or theses being equal to three semester hours of classroom teaching. Approved by the Board of Regents, May 14, 1981.

As approved by the Board of Regents on May 14, 1981, deans shall be assigned not more than three semester hours per semester. A dean shall have the option of teaching a course during the summer session.

As approved by the Board of Regents on May 14, 1981, department heads shall be assigned three semester hours of classroom teaching equivalent per semester workload.

Faculty Workload Requirements

The Board of Regents approved the Texas Southern University Faculty Workload policy on October 2002. The normal faculty workload encompasses teaching, scholarly activity, service to the department, school, university, and other professional activities. A normal teaching load at for a teacher at Texas Southern University will be governed by the following teaching load policy for the academic year (Approved by the Board of Regents, May 6, 2005).
TECHNICAL UNIVERSITY
FACULTY WORKLOAD REQUIREMENTS, RULES, AND
REGULATIONS

Teaching load:

- 21 hours per academic year – When teaching undergraduate courses only without regular graduate status
- 18 hours per academic year – When teaching undergraduate courses only with regular graduate status
- 15 hours per academic year – When teaching a combination of undergraduate and graduate courses
  with regular graduate status
- 12 hours per academic year – When teaching doctoral courses only or doctoral courses plus post-master’s
  courses with regular graduate status

A normal teaching load at Texas Southern University will be governed by the following teaching load policy for the
summer terms. On the average, a teacher may expect to be assigned a classroom and/or service load of no more than twelve of
the twenty-four hours in any single long term, and no more than six semester hours (seven and a half clock hours per course) in
a summer term. On the average, a teacher may expect to be assigned a classroom and/or service load of no more than six semester
hours (seven and a half clock hours per course) in a summer term. The teaching load must be in accordance with accreditation
requirements for undergraduate and graduate academic units as set by the accreditation board(s), which approve(s) such units at
Texas Southern University, and by the Coordinating Board.

Workload assignments must be primarily the responsibility of an academic unit and its department chairperson or college dean.
These administrators must be held accountable for individual compliance with institutional rules for distributing the duties in their
academic unit so that each faculty member contributes maximally to the department program according to his or her capabilities
and experience. The provost of the institution shall be responsible for implementing the institution’s workload policy, and for
reviewing college and department assignment patterns and monitoring compliance with institutional regulations.

Regular faculty shall have priority for teaching and service assignments. No temporary or part-time person or adjunct faculty
member shall be employed in any capacity if there is a qualified regular faculty member available to teach the scheduled course or
perform the required service function.

Where factors of capabilities are reasonably equal, faculty persons of greater experience or seniority shall be given preference in
the making of all workload assignments, including summer appointments. Under special circumstances and conditions established
and adopted by the faculty of the unit for the purpose of assuring that workload assignments are equitably distributed, or to accomplish
legitimate educational objectives, assignments may be made without consideration of experience and seniority.