

Faculty Workload Handbook

College of Humanities and Social Sciences

Sam Houston State University

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The purpose of this framework document is to summarize the general principles followed by the departments in the College of Humanities and Social Sciences (CHSS) to develop their workload policy to implement APS 790601 *Faculty Workload*. During the workload development process, faculty in CHSS arrived at consensus to adopt only the balanced workload pathway for tenured and tenure-track faculty, as outlined in APS 820317.

CHSS workload policy development was guided by the following principles:

1. Workload adjustments should promote the strategic priorities of the department, the college, and the university. If enrollments allow and no new funding is required, tenured and tenure-track faculty may apply for additional research or service release on occasion and with justification.
2. Workload reassignments are made in exceptional cases and are not guaranteed; they are contingent upon department budgets and student credit hour requirements.
3. No double-dipping. If a faculty member receives a workload adjustment, the activity cannot 'count' in the faculty member's annual evaluation calculation.
4. Pre-tenure faculty should not be assigned overloads.

CHSS tenured and tenure-track faculty members are expected to meet a set of professional responsibilities that include teaching, scholarly and/or creative accomplishment, and service. The CHSS base for tenured and tenure-track faculty members equates to 12 workload credits during each fall, spring, and long summer semester. Each CHSS academic department is responsible for developing a workload policy that documents the number of workload credits assigned for specific teaching, scholarly/creative, and service or administrative activities.

A faculty member's workload assignments are determined by the department chair in consultation with the faculty member during the course schedule building process. The department chair is responsible for the fair and equitable determination of faculty workloads. Whenever possible, chairs/directors should attempt to align the needs of the academic unit and university with the individual professional goals of faculty members when assigning workload.

In most cases, a tenured or tenure-track faculty member with a nine-month contract will fulfill the 12 workload credits by teaching three 3-credit hour classes (i.e., 9 workload credits) and conducting research and/or creative activity (i.e., 3 workload credits) during each fall and spring semester. It is additionally expected that tenured or tenure-track faculty will integrate service through research, teaching, and/or administrative tasks.

In most cases, a full-time non-tenure track faculty member with a nine-month contract will fulfill the 12 workload credits by teaching four 3-credit hour classes (i.e., 12 workload credits). In many departments, it is additionally expected that full-time, non-tenure track faculty will integrate service.

Department chairs are responsible for completing workload reporting forms in accordance with APS 790601 and APS 890301 and submitting these to CHSS in a timely manner.

Department chairs may make workload adjustments and assign workload credit to recognize temporary duties or expectations for teaching, scholarly and/or creative accomplishment, and service or administrative assignments.

Examples of temporary duties, expectations, or other assignments include, but are not limited to:

1. Teaching:
 - a. Graduate-level dissertation/thesis supervision in terminal degree programs (i.e., MFA or PhD);
 - b. Graduate classes with a high number of direct contact hours for student supervision outside of the classroom;
 - c. Large undergraduate classes of over 100 students;
 - d. Teaching and supervision responsibilities such as labs and internships/practica;
 - e. Independent study or other individual instruction based on a predetermined department formula;
 - f. Teaching adjustment for faculty members who have secured external funding to pay for a portion of their salary and thus "buy out" time.
2. Scholarly and creative accomplishment:
 - a. Newly hired, tenure-track faculty with less than two-year tenure credit may request during the hiring decision to receive 3 workload credits up to two semesters (for a maximum of six credits) in the first two years of employment to establish their scholarly record;
 - b. Research adjustment for faculty members who have secured external funding to pay for a portion of their salary and thus "buy out" time.
3. Service and administrative duties:
 - a. Workload for department chairs is addressed in APS 110511 *Appointment, Workload, and Evaluation of Chairs*;
 - b. Workload credit may be granted for administrative assignments of associate chairs and program directors/coordinators based on the factors such as the size of the department, job duties, program enrollments, accreditation requirement, etc.;
 - c. Workload credit may be granted for a faculty member who chairs certain university-level committees, task forces, or the Faculty Senate, or who performs other significant administrative activities;
 - d. Workload credit may be granted for high-impact professional activities that demonstrably raise the profile of SHSU, such as editing a major professional journal or serving in a leadership role in a professional organization.

CHSS Faculty Workload Allocation: Tenured and Probationary Faculty

According to Sam Houston State University APS 790601 §4.01, “At the beginning of each fall, spring, and long summer semester, it is the responsibility of each department chair to report to the appropriate dean the workload assignment of each faculty member within their academic unit”.

This document serves to report this information for tenured and probationary faculty.

Name:

Rank:

Department:

Semester and Year:

Workload for tenured and probationary faculty is assigned to teaching and scholarly/creative activity, expressed in credit hours equaling 12 (e.g., the CHSS standard balanced workload is allocated as 9 hours teaching, 3 hours scholarly/creative activity; in some cases there may be an adjustment). In addition, all faculty are required to provide service¹ (APS 900417 §5.01), which is an integral component of their job duties (i.e., teaching and scholarly/creative activity alone do not fulfill the workload).

Workload Distribution (whole numbers, must total 12)

_____ Teaching

_____ Scholarly/Creative Activity

_____ Adjustment, if applicable (e.g., administrative duties, grant-funded research release, etc.)

If a faculty member has a workload adjustment as approved under APS 790601 §3.03 please describe below:

Faculty Member's Signature and Date

Chair's Signature and Date

¹ Service contributions are recognized in annual evaluation along with teaching and scholarly/creative activity. See departmental policy for specific evaluation weights.

CHSS Faculty Workload Allocation: Non-Tenure-Track Faculty

In accordance with Sam Houston State University APS 890301 §3.03, “workload assignments for all non-tenure track faculty with respect to teaching or librarianship, as well as scholarly/creative activities and service, where applicable, shall be documented in their annual or semester departmental offer letter...”. This document serves as the stipulated offer letter.

Name:

Rank:

Department:

Semester and Year:

Full-time non-tenure-track faculty in CHSS normally teach 12 credit hours each semester. In addition, all CHSS faculty are required to provide service, which is an integral component of their job duties (i.e., teaching alone does not fulfill the workload). Therefore, teaching and service are recognized through workload percentages in annual evaluation, as allocated below:

Evaluation Percentage (whole numbers, must equal 100)

_____ % Teaching

_____ % Service

Faculty Member’s Signature and Date

Chair’s Signature and Date

Department of Communication Studies Workload Policy

College of Humanities and Social Sciences

Sam Houston State University

According to APS 790601, full-time faculty workload equates to 12 workload credits each fall, spring, and long summer semester. Summer employment may be available to faculty with nine-month contracts. Faculty workload includes a combination of teaching, conducting scholarly/creative activities as appropriate to rank, and performing service or administrative duties.

Tenure-Track and Tenured Faculty

In the College of Humanities and Social Sciences, the standard probationary faculty workload is allotted as nine (9) teaching and three (3) scholarly and/or creative activities credits. For the purposes of SHSU's Faculty Evaluation System (APS 820317), the Department of Communication Studies interprets the balanced workload as 40% scholarly and/or creative accomplishments; 40% teaching; and 20% service. The balanced workload is designed to ensure that probationary faculty can amass a portfolio that is appropriate for tenure and promotion.

Workload Adjustments for Tenured Faculty

Tenured faculty may request workload adjustments consistent with the expectations of Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty (APS 900417) and college/academic unit standards for tenure and promotion. Workload adjustments do not alter the standards of performance as stipulated in APS 900417. Workload credit may be assigned to recognize temporary duties or expectations for teaching, scholarly and/or creative activities, and service or administrative assignments. Service-related workload adjustments are typically administered through reassigned time, and research-related workload adjustments are administered through grant buyout. All activities that receive faculty workload credit shall be assessed in accordance with The Faculty Evaluation System of Tenured and Tenure-Track Faculty (APS 820317).

Procedure for Requesting Workload Adjustment

Faculty members seeking workload adjustments should follow the procedure outlined below. Workload adjustment requests are not guaranteed and are subject to department instructional and administrative needs.

Workload Adjustment Request Process

- Complete the COMS Request for Workload Adjustment Form;
- Note: this form must include a description of the activity, a compelling justification, the expected work product, and availability of grant support;
- Submit completed form to Department Chair for approval (at least one year prior to proposed workload adjustment start date).

Documenting Workload Adjustments for Faculty Evaluation

Faculty who have received workload adjustments must provide comprehensive documentation in their annual review that demonstrates how their adjusted workload allocation has been utilized to

advance their scholarly and/or creative accomplishments, teaching effectiveness, and service contributions. This documentation should clearly justify the continued need for the workload adjustment and show measurable progress in the areas for which the adjustment was granted. The documentation must align with the expectations outlined in APS 820317 and demonstrate that the faculty member is meeting the performance standards appropriate for their rank (APS 900417).

Duration and Review of Workload Adjustments

Workload adjustments are granted for specified time periods and are subject to regular review to ensure alignment with department instructional and administrative needs. Faculty receiving workload adjustments must recognize that the standard expectation for tenured and tenure-track faculty in the Department of Communication Studies is a 3/3 teaching load. Workload adjustments are temporary accommodations designed to support specific scholarly, creative, pedagogical, or service objectives and cannot be maintained indefinitely. Faculty must be prepared to return to the standard balanced workload allocation when the adjustment period expires or when departmental needs require it. Renewal requests for workload adjustments must be submitted in accordance with APS 790601 and will be evaluated based on demonstrated progress, continued justification for the adjustment, and departmental capacity to support the modified workload.

Instructional overloads are handled in accordance with APS 810701.

Non-Tenure-Track Faculty

In the College of Humanities and Social Sciences, the standard non-tenure-track faculty workload is allotted as twelve (12) teaching credits. For the purposes of faculty evaluation, the Department of Communication Studies interprets this workload as 90% teaching and 10% service. This workload is designed to ensure that non-tenure-track faculty can amass a portfolio that is appropriate for promotion. In extraordinary cases, non-tenure-track faculty may request workload adjustments. These requests are not guaranteed and are subject to department instructional and administrative needs. The procedures, documentation, duration, and review of workload adjustments for non-tenure-track faculty align with those established for tenured faculty.

Instructional overloads are handled in accordance with APS 810701.

Department of English Workload Policy

College of Humanities and Social Sciences

Sam Houston State University

Updated September 2025

I. Purpose

The following guidelines elaborate on APS 790601: Faculty Workload and the CHSS Faculty Workload Framework. In the event of conflicts, APS 790601 and the CHSS Faculty Workload Framework will supersede this document.

II. Standard Workload and Faculty Workload Assignments

Faculty workload assignments are determined by the department chair in consultation with the faculty member during the course schedule building process. The department chair is responsible for ensuring equity and fairness in all workload assignments. Whenever possible, the chair should attempt to align the needs of the department with the individual professional goals of faculty members when assigning workload.

Tenured/Tenure Track

- All tenured and tenure-track faculty members in the Department of English are expected to engage in teaching, scholarly and/or creative accomplishments, and service. Expectations for teaching, research, and service will correspond to the “meeting expectations” section of the departmental FES and Tenure and Promotion policy.
- The typical workload for tenured or tenure-track faculty members with a nine-month contract involves fulfilling twelve (12) workload credits by teaching three 3-credit-hour courses (9 workload credits) per long semester and maintaining an active research program (3 workload credits). Any exceptions must be approved by the department chair. It is additionally expected that tenured or tenure-track faculty will integrate service to the department, college, university, and profession through teaching, research, and/or administrative duties.
- Faculty in the MFA in Creative Writing, Editing, and Publishing are expected to serve regularly as thesis and portfolio chairs and/or committee members for MFA students each year. These duties are equivalent to 3 workload credits per semester. Therefore, MFA faculty on a nine-month contract fulfill their twelve (12) workload credits per long semester by serving on thesis/portfolio committees for 3 workload credits, teaching two 3-credit-hour courses (6 workload credits), and maintaining an active research program (3 workload credits). It is additionally expected that tenured or tenure-track MFA faculty will integrate service to the program, department, college, university, and/or profession through teaching, research, and/or administrative duties.

Specific guidelines about distinctions among activities in the categories of teaching, research, and service are posted in the FES (Faculty Evaluation System).

Non-Tenure Track

- Non-tenure-track faculty with a nine-month contract fulfill their 12 workload credits per long semester through a 4/4 teaching load with modest service expectations. These faculty members will consult with the Chair and follow relevant department policies to identify and fulfill

service opportunities. Any exceptions to the 4/4 teaching load must be approved by the department chair. Time-intensive service work (such as coordinating programs or activities) may warrant adjustments to workload.

III. Weights of Workload Components in Faculty Evaluation

For tenured and tenure-track faculty, the FES is described in APS 820317. Faculty will submit electronic materials each year for annual evaluation of work performance.

The FES gives weight to faculty performance in the areas of teaching, scholarly and creative activity, and service. APS 820317 describes several pathways or options for distributing the weights of faculty activities.

For atypical situations, individual exceptions to the FES percentages below may be negotiated with the chair.

For tenured and tenure-track faculty, the Department of English follows the Balanced Evaluation Pathway model for the standard distribution of weights.

Teaching	Scholarly and Creative Activity	Service
40%	40%	20%

After receiving tenure and promotion, a faculty member could choose to negotiate a shift to a teaching-intensive model for evaluation. However, such a change could negatively impact the faculty member's potential to earn promotion to full professor.

For non-tenure-track faculty, annual evaluation will reflect the following weights.

Teaching	Service
90%	10%

IV. Adjustments to Faculty Workload

The department chair may make workload adjustments and assign workload credit to recognize *temporary* duties or expectations for teaching, scholarly and/or creative accomplishment, and service or administrative assignments. Department-level workload discussions about exceptions to standard workload policy should consider the following factors:

- Workload adjustments should promote the strategic priorities of the department, the college, and the university. If enrollments allow and no new funding is required, tenured and tenure-track faculty may apply for additional research or service release on occasion and with justification.
- Workload reassignments are made in exceptional cases and are not guaranteed; they are contingent upon department budgets, student credit hour requirements, and CHSS approval.
- If a faculty member receives a workload adjustment, the activity will count in only one category. An adjustment may not be used to “double dip” across two categories.

- Pre-tenure faculty may not be assigned overloads.

Faculty members seeking workload adjustments and release time in a future semester must submit proposals to the department chair by February 1 for Fall consideration and by September 1 for Spring consideration to be eligible. Approval is affected by departmental budgets and enrollment demands, and is not guaranteed. A proposal must include these parts:

- A narrative summary (not to exceed 500 words) of the research endeavor and how it will enhance the profile of the department, college, and university or further the strategic goals of the unit.
- The narrative should justify the request by explaining why the research activity falls outside the research activity expected for a tenured faculty member on a 3/3 load.
 - Examples might include a research project that must be carried out within a specific time or place, or a major book project under contract with a reputable publisher with a manuscript delivery due date which a temporary workload adjustment would help meet.
- An up-to-date, professionally formatted, and logically organized curriculum vitae.

Administrative Release Time Outside the Department

Whenever a faculty member has a workload adjustment for an assignment outside the department, such as in the dean's office or the provost's office, the supervisor for that assignment will provide an FES-X form to evaluate performance of those duties. The score on the FES-X form will be applied in proportion to the weight of the reassigned time.

IV. A. Teaching

Faculty members who have secured external funding or fellowships to pay for a portion of their salary may "buy out" teaching. As soon as possible before applying for any such external funding, faculty members should first notify the departmental chair in writing. Applications for external funding should be routed appropriately through the Office of Research and Sponsored Programs (ORSP).

Tenured faculty *may* accept an overload in a given Fall or Spring semester. The faculty member would either receive compensation of \$3,000 for a 3-credit course OR their workload would be adjusted in a subsequent semester (i.e., the faculty member would teach a 4-2 load for the academic year). Any overload must be approved by the Chair and the CHSS Dean.

NOTE: Some teaching functions are considered part of the faculty member's service expectations and will be evaluated as service on the annual evaluation.

- Independent study or other individualized instruction courses
- Service on English graduate-level research presentation committees
- Service on English graduate-level examination committees
- Service on English graduate-level thesis committees

See section IV.C.4. below.

IV. B. Scholarly and/or Creative Accomplishments

B.1. Adjustments for Newly Hired Tenure-Track Faculty to Establish Their Research Program

When departmental budgets and student enrollment demands allow, newly hired tenure-track faculty may request to receive 3 teaching-workload credits for two semesters during years one and two of employment.

- The faculty members receiving this teaching-workload reduction must document their endeavors in a written report submitted to the departmental chair upon completion of the workload release. This report is due within a month following the semester for which the workload release was granted.

B.2. Adjustments for Full-Time Faculty Members to Enhance Their Research Program

When departmental budgets and student enrollment demands allow, tenured and tenure-track faculty members seeking to enhance their research programs may submit a proposal for a one-time release of 3 teaching-workload credits to the department chair.

- Normally, faculty may receive such consideration only once within a three-year period.
- Tenure-track faculty cannot get adjustments for both IV.B.1 and IV.B.2 within the same three-year period.

To be eligible for any consideration of release time in a future semester, Faculty members must submit a proposal to the department chair by February 1 for Fall consideration and by September 1 for Spring consideration.

- Consideration for approval of the proposal will be based on the department chair's evaluation of the merits of the proposal; the prior achievements of the faculty member making the proposal; the record of previous grants, fellowships, and/or faculty development leaves that have supported the faculty member's work; the proposal's impact on departmental budgets, student enrollment, and scheduling; and any time sensitivity for the project.
- Approval of these proposals is not guaranteed. After due consideration, proposals will be approved or denied by February 15 (for Fall consideration) or October 15 (for Spring consideration).
- The faculty members receiving this teaching-workload reduction must document their endeavors in a report submitted to the department chair upon completion of the workload release. This report is due within a month following the semester for which the workload release was granted. Failure to adequately achieve the stated goals of the reassigned request or the failure to submit the report will disqualify faculty members from future consideration of release time and will negatively affect the scholarship/research score in annual evaluation.

IV. C. Service

C.1. External Administrative Roles

Workload adjustments will be made for departmental faculty with administrative assignments within the department (e.g., the associate chair, graduate program directors, and other administrative positions). The workload for department chairs is addressed in APS 110511, which supersedes these guidelines. The number of workload credits adjusted for each role will be negotiated between the faculty member and the department chair. This number is affected by departmental budgets, enrollment demands, and other factors.

Adjustments in workload may also occur when faculty members take administrative duties in other divisions (i.e., Associate Dean in the Honors College, Associate Dean in CHSS, Teaching and Learning Center Director, etc.).

- In these cases, the re-adjusted teaching load will be established by the faculty member's new administrative supervisor in consultation with the Chair of the English Department.

C.2. High Impact Short-Term Service

Workload credit may be granted to a faculty member who chairs certain university-level committees, task forces, or the Faculty Senate, or who performs other significant administrative activities, such as organizing or hosting professional conferences or chairing a book prize jury.

- Faculty members seeking such workload credit for a short-term, high impact service endeavor should follow the same process and timeline outlined in IV (above) whenever possible. As above, approval is subject to departmental budgets and enrollment demands, and is not guaranteed.

C.3. High Impact On-Going Professional Activities

In exceptional cases, continued workload credit may be assigned for high-impact professional service activities that enhance the profile of the department, college, or university. These may include (but are in no way limited to) editing a major professional journal, or serving as president of a major professional organization.

- Faculty members seeking workload credit for such professional service endeavors should follow the same process and timeline outlined in IV (above). As above, approval is subject to departmental budgets and enrollment demands, and is not guaranteed.

C.4. Certain Teaching Activities

Some teaching functions are considered part of the faculty member's service expectations and will be evaluated as service on the annual evaluation.

- Independent study or other individualized instruction courses
- Service on English graduate-level research presentation committees
- Service on English graduate-level examination committees
- Service on English graduate-level thesis committees

These assignments are rewarded on the evaluation instruments that generate the faculty member's annual evaluation score. As such, they will not *normally* be compensated with a workload adjustment even though exceptions may be considered.

Department of History Workload Policy

College of Humanities and Social Sciences

Sam Houston State University

I. Purpose

The following guidelines elaborate on APS 790601: Faculty Workload and the CHSS Faculty Workload Framework. In the event of conflicts, APS 790601 and the CHSS Faculty Workload Framework shall supersede this document.

II. Normative Workload and Faculty Workload Assignments

All tenured and tenure-track faculty members in the Department of History are expected to engage in teaching, scholarly and/or creative accomplishments, and service. The normative workload for tenured, tenure-track, and non-tenure track faculty members equates to twelve (12) workload credits during each long semester. In most cases, tenured or tenure-track faculty members with a nine-month contract fulfill their twelve (12) workload credits by teaching three, 3-credit hour courses (9 workload credits) per long semester and maintaining an active research program (3 workload credits). It is additionally expected that tenured or tenure-track faculty will integrate service to the department, college, university, and profession through teaching, research, and/or administrative duties. Non-tenure-track faculty with a nine-month contract fulfill their twelve (12) workload credits by teaching four, 3-credit hour courses per long semester. It is additionally expected that non-tenure-track faculty will integrate service to the department, college, university, and profession.

For the purposes of SHSU's Faculty Evaluation System (APS 820317), the Department of History interprets the balanced workload for all tenured and tenure-track faculty as 40 % scholarly and/or creative accomplishments, 40% teaching, and 20% service. This balanced workload is designed to ensure that faculty can amass portfolios appropriate for tenure and promotion in all categories of performance. It also reflects the nature of the historical discipline, which depends on the synergistic relationship between an active research program and classroom instruction.

For non-tenure track faculty, the normative workload for annual evaluation is 90 % teaching and 10 % service. This reflects the teaching-intensive duties of non-tenure track faculty in the department.

Faculty workload assignments are determined by the departmental chair in consultation with the faculty member during the course schedule building process. The departmental chair is responsible for ensuring equity and fairness in all workload assignments. In making workload assignments, the departmental chair ensures that student demands—no less than the needs of the college and university—are met. The chair shall also ensure that workload assignments are congruent with the unit's strategic goals and core mission. Each semester, faculty members shall acknowledge their workload by signing the "CHSS Faculty Workload Allocation" worksheet. This instrument shall be prepared by the departmental chair.

III. Adjustments to Faculty Workload

Adjustments may be made to a departmental faculty member's normative workload based on teaching assignments, scholarly and/or creative endeavors, or service activities.

III.A. Teaching

For 3-credit hour undergraduate courses, the following formula shall be used to calculate workload credit:

Student Enrollment	Credit Hours	Workload Credits (FTE)
≤ 99 students	3	3 (0.25 FTE)
≥ 100 students	3	6 (0.50 FTE)

Faculty members who have secured external funding or fellowships to pay for a portion of their salary may “buy out” teaching. As soon as possible prior to making an application for any such external funding, faculty members shall first notify the departmental chair in writing. Applications for external funding shall be routed appropriately through the Office of Research and Sponsored Programs (ORSP).

Independent study or other individualized instruction courses, service on MA in History portfolio committees, and membership on thesis committees are considered as part of the faculty member's annual evaluation. These assignments are rewarded on the evaluation instruments that generate the faculty member's annual evaluation score; as such, they shall not be specially compensated with a workload adjustment.

Tenure-track faculty members are not permitted to assume overloads (more than 9 teaching credits in a long semester).

III.B. Scholarly and/or Creative Accomplishments

III.B.1. Adjustments for Newly Hired Tenure-Track Faculty to Establish Their Research Program

When departmental budgets and student enrollment demands allow, newly hired tenure-track faculty with fewer than two years of tenure credit may request to receive 3 teaching workload credits for two semesters (for a total of 6 teaching workload credits) during their first two years of employment. During the hiring negotiations, the departmental chair shall work with the newly hired tenure-track faculty member to schedule these course releases, ensuring that they are aligned with the needs of the department. The memo, a copy of which will be sent to the faculty member for inclusion in the tenure and promotion dossier, shall also become a part of the faculty member's personnel file in the department. The faculty member shall document his/her/their endeavors in a formal report submitted to the departmental chair upon completion of the workload release.

III.B.2. Adjustments for Full-Time Faculty Members to Enhance Their Research Program

When departmental budgets and student enrollment demands allow, full-time faculty members seeking to enhance their research programs may submit a proposal for a workload adjustment (a one-time release of 3 teaching workload credits) to the departmental chair. Normally, faculty may receive such consideration only once within a three-year period. Acceptance of an external fellowship, grant, or other funding that entails course reassigned time resets the three-year clock.

The faculty member's proposal is subject to the review and approval of the chair. Faculty members must submit the following items to the departmental chair by February 1 to be eligible for any consideration of release time during the following academic year:

- A narrative summary (not to exceed 500 words) of the research endeavor and how it will enhance the profile of the department, college, and university or further the strategic goals of the unit;
- An up to date, professionally formatted, and logically organized curriculum vita;
- A routing cover sheet (a copy of which follows the cover page of the CHSS Guidelines)

Consideration for approval of the proposal will be based on the departmental chair's evaluation of the merits of the proposal; the prior achievements of the faculty member making the proposal; the record of previous grants, fellowships, and/or faculty development leaves that have supported the faculty member's work; and the proposal's impact on departmental budgets, student enrollment, and scheduling. Approval of these proposals is never guaranteed.

The faculty member shall document his/her/their endeavors in a formal report submitted to the departmental chair upon completion of the workload release. Failure to submit the report will disqualify faculty members from future consideration of release time.

III.C. Service

III.C.1. Administrative Roles

Workload adjustments shall be made for departmental faculty with administrative assignments (e.g., the departmental chair and graduate program director). The workload for departmental chairs is addressed in APS 110511, which shall supersede these guidelines.

Workload credit shall be made for program directors according to the following formula:

Student Enrollment in Program	Workload Credits (FTE)
0-30	0 per academic year (0.0 FTE)
30-60	3 per academic year (0.25 FTE)
≥ 60	6 per academic year (0.50 FTE)

III.C.2. High Impact Service

Workload credit may be granted to a faculty member who chairs certain university-level committees or task forces, or who performs other significant administrative activities.

III.C.2. High Impact Professional Activities

In rare and truly exceptional cases, workload credit may be assigned for high-impact professional service activities that enhance the profile of the department, college, or university. These may include (but are in no way limited to) editing a major professional journal; serving as president of a major professional organization; or chairing a book prize jury. Faculty members seeking workload credit for a service endeavor should follow the same process and timeline outlined in III.B.2 (above). As above, approval is subject to departmental budgets and enrollment demands, and is not guaranteed.

Department of Political Science Workload Policy
College of Humanities and Social Sciences
Sam Houston State University

Approved by faculty on April 16, 2024
(edited as per Academic Affairs recommendations on April 9, 2025)

The following guidelines elaborate on APS 790601: Faculty Workload and the CHSS Faculty Workload Framework. In the event of conflicts, APS 790601 and the CHSS Faculty Workload Framework shall supersede this document.

I. NORMATIVE WORKLOAD AND ASSIGNMENTS; RELATIONSHIP TO ANNUAL EVALUATION

All tenured and tenure-track faculty members in the Department of Political Science are expected to engage in teaching, research, and service. The normative workload for tenured, tenure-track, and non-tenure track faculty members equates to twelve (12) workload credits (1.0 FTE) during each long semester. In most cases, tenured or tenure-track faculty members with a nine-month contract fulfill their twelve (12) workload credits by teaching three, 3-credit hour courses (9 workload credits) per long semester (0.75 FTE) and maintaining an active research program (3 workload credits or 0.25 FTE). It is additionally expected that tenured or tenure-track faculty will integrate service to the department, college, university, and profession. This equates to the “Balanced pathway” established in 1.03 and Attachment 3 of Academic Policy Statement 820317. In the Department of Political Science, the FES weights for this “Balanced Evaluation Pathway” are: Teaching 40%; Scholarly and Creative Activity 40%; and Service 20%.

The norm for non-tenure-track faculty with a nine-month contract is to fulfill their twelve (12) workload credits by teaching four, 3-credit hour courses (1.0 FTE) per long semester. It is additionally expected that non-tenure-track faculty will integrate service to the department, college, university, and profession. The annual evaluation weights for each category for NTT faculty are: Teaching 90% and Service 10%.

All tenure-track and non-tenure-track faculty shall default to their normative workload unless an adjustment is agreed to following the procedures below. Adjustments to faculty workload assignments are determined by the department chair in consultation with the faculty member during the course schedule building process. In making workload assignment adjustments, the department chair’s primary responsibility is to ensure student enrollment demands are met. The chair shall also ensure that workload assignments harmonize with the department and college’s strategic goals and core missions.

Adjusted assignments may or may not change a tenured or tenure-track faculty member’s FES weights for a given year, but if changed they will be consistent with one of the pathways established in section 1.03 and Attachment 3 of Academic Policy Statement 820317. Adjustments to tenure-track faculty workload and/or FES weights do not imply adjustments to the department’s tenure and promotion standards and procedures established in “Promotion and Tenure Policies, Procedures, and Performance Guidelines.”

Adjustments to non-tenure-track faculty workload and/or annual evaluation weights do not imply adjustments to the department's promotion standards and procedures established in "Evaluation and Promotion of Non-Tenure Track Faculty: Procedures and Performance Guidelines."

II. ADJUSTMENTS TO FACULTY WORKLOAD

Adjustments may be made to a department faculty member's normative workload based on teaching assignments, scholarly and/or creative endeavors, or service activities.

II.A. Teaching

II.A.1 Calculating Workload Credits for Teaching

For 3-credit hour undergraduate courses, the following student enrollment numbers shall be used to calculate workload credits for teaching:

Student Enrollment	Credit Hours	Teaching Workload Credits
< 99 students	3	3 (i.e., 0.25 FTE)
≥ 100 students	3	6 (i.e., 0.50 FTE)

Tenure-track faculty members are not permitted to assume overloads (more than 9 teaching credits in a long semester).

II.A.2 "Buying Out" Teaching with External Funding

Faculty members who have secured external funding or fellowships to pay for a portion of their salary may "buy out" teaching. Prior to making an application for external funding, faculty members shall first notify the department chair in writing. Applications for external funding shall be routed appropriately through the Office of Research and Sponsored Programs (ORSP).

II.B. Scholarly and/or Creative Accomplishments

II.B.1. Adjustments for Newly Hired Tenure-Track Faculty to Establish Their Research Program

When department budgets and student enrollment allow, newly hired tenure-track faculty with fewer than two years of tenure credit may request to shift 3 teaching workload credits (0.25 FTE) into research credits during one of the long semesters in their first or second year of employment. During the hiring negotiations, the department chair shall work with the newly hired tenure-track faculty member to schedule this reassigned time, ensuring it is aligned with the needs of the department.

During any initial period of reassigned time, the faculty member's FES weights shall remain consistent with the department's "Balanced Evaluation Pathway": Teaching 40%; Scholarly and Creative Activity 40%; and Service 20%. In addition, any teaching adjustment established according to this section shall not imply an adjustment to the department's tenure and promotion standards and procedures established in "Promotion and Tenure Policies, Procedures, and Performance Guidelines."

II.B.2. Adjustments for Full-Time Faculty Members to Enhance Their Research Program

When department budgets and student enrollment allow, full-time faculty members seeking to enhance their research programs may submit a proposal for a workload adjustment that shifts 3 teaching workload credits (0.25 FTE) into research credits (i.e., one course release) to the department chair. Normally, faculty may receive such consideration only once within a three-year period. Acceptance of an external fellowship, grant, or other funding that entails course reassigned time resets the three-year clock.

The faculty member's proposal is subject to the review and approval of the chair. Faculty members must submit the following items to the department chair by February 1 to be eligible for any consideration of release time during the following academic year:

- A narrative summary (not to exceed 500 words) of the research endeavor and how it will enhance the profile of the department, college, and university or further the strategic goals of the unit;
- CV;
- A routing cover sheet (a copy of which follows the cover page of the CHSS Guidelines)

Consideration for approval of the proposal will be based on the department chair's evaluation of the merits of the proposal; the prior achievements of the faculty member making the proposal; the record of previous grants, fellowships, and/or faculty development leaves that have supported the faculty member's work; and the proposal's impact on department budgets, student enrollment, and scheduling. Approval of these proposals is not guaranteed.

Recipients of a workload adjustment must submit a written report of their activity to the departmental chair. The report, not to exceed three (3) pages in length, should explain activities undertaken while during the workload adjustment and the perceived benefits to both the faculty member and the institution. Reports must be submitted by May 1 for a fall semester workload adjustment and by November 1 for a spring semester adjustment. If the adjustment spans a full academic year, the faculty member must submit a progress report at the mid-point and a final report by November 1. Any reports must be included in the faculty member's relevant FES report.

II.C. Service

II.C.1. Administrative Roles

Workload adjustments shall be made for department faculty with administrative assignments (e.g., the departmental chair and graduate program directors). The workload for department chairs is addressed in APS 110511, which supersedes these guidelines.

Workload credit shall be made for program directors according to the following formula:

Student Enrollment in Program	Workload Adjustments
0-30	No adjustment

30-60	3 credits shifted out of teaching per academic year (i.e., 0.25 FTE)
≥ 60	6 credits shifted out of teaching per academic year (i.e., 0.50 FTE)

III.C.2. High Impact Service

Workload adjustments may be granted to a faculty member who chairs certain university-level committees, task forces, or the Faculty Senate, or who performs other significant administrative activities. Faculty members seeking workload credit for a service endeavor should follow the same process and timeline outlined in III.B.2 (above). As above, approval is subject to departmental budgets and enrollment demands and is not guaranteed.

III.C.2. High Impact Professional Activities

In rare and truly exceptional cases, workload may be adjusted for high-impact professional service activities that enhance the profile of the department, college, or university. These may include (but are in no way limited to) editing a major professional journal or serving as president of a major professional organization. Faculty members seeking workload credit for a high impact professional activity should follow the same process and timeline outlined in III.B.2 (above). As above, approval is subject to departmental budgets and enrollment demands and is not guaranteed.

Department of Psychology and Philosophy Workload Policy
College of Humanities and Social Sciences
Sam Houston State University

I. PURPOSE AND RESPONSIBILITIES

1. In accordance with university policy (APS 790601, Faculty Workload), all faculty in the Department of Psychology and Philosophy have workloads that meet university goals and are distributed equitably and carried out efficiently and effectively.
2. The department chair is responsible for assigning each faculty member's workload, in consultation with the faculty member, at the beginning of each fall, spring, and long summer (if applicable) semester. The department chair ensures faculty workload assignments comply with university policies and meet department goals for teaching, research, scholarly and creative activities, and service with consideration of individual faculty member's professional goals, interests, and skill sets. Each semester, the department chair submits faculty workload documentation to the Dean.

II. STANDARD WORKLOAD CREDIT

1. The standard workload for full-time faculty is 12-workload credits per semester. One workload credit is defined as one semester credit hour of organized instruction or the equivalent. Every 3 hours of workload credits are equivalent to approximately 10 hours of work per week. Workload above 12 credits must be approved by the Chair and the Dean in accordance with APS 810701, *Instructional Overload Assignment*. Accrued workloads must be used within three academic years.
2. In the College of Humanities and Social Sciences, non-tenure-track faculty have a standard workload (90% teaching and 10% service). This workload is designed to ensure that non-tenure-track faculty can amass a portfolio that is appropriate for promotion. For full-time Lecturers (i.e., excluding adjunct faculty) in psychology and philosophy, this 12-workload credit standard is typically fulfilled by teaching four 3-credit hour classes (12 workload credits) in addition to contributing to departmental, university, and/or professional service. Instructional overloads are handled in accordance with APS 810701.
3. For most tenure-track and tenured faculty, the 12-workload credit standard is typically fulfilled by teaching three, 3-credit hour classes (9 workload credits) and engaging in scholarship commensurate with three workload credits. In addition, faculty are expected to contribute to departmental, university, and/or professional service. For the purposes of SHSU's Faculty Evaluation System (APS 820317), the Psychology & Philosophy Department interprets the balanced workload as (40% scholarly and/or creative accomplishment; 40% teaching; and 20% service). The balanced workload is designed to ensure that probationary faculty can amass a portfolio that is appropriate for tenure and promotion.

4. For most tenure-track and tenured faculty serving as primary mentor for doctoral students, the 12-workload credit standard is typically fulfilled by teaching two 3-credit hour classes (6 workload credits), conducting research commensurate with three workload credits, and three workload credits for mentoring doctoral students. Workload credit is granted while a faculty member serves as primary research mentor to at least three doctoral students. Newly hired core doctoral program faculty are granted three workload credits for co-mentorship of doctoral students in their first three years, with the expectation they will be primary mentor for three doctoral students within four years. *Faculty members who receive this workload credit will not be granted additional workload credit for teaching 7000- and 8000-level courses.*

III. TEACHING WORKLOAD ADJUSTMENTS

1. **Team Teaching:** Faculty members who team teach organized classes will proportionally share the workload credits computed for that class in accordance with the distribution of responsibilities.
2. **Large Class Enrollment:** The department chair grants six workload credits when a faculty member is assigned to teach an undergraduate class of over 100 students.
3. **High Workload Courses:** The department chair grants a workload up to six workload credits if a faculty member is assigned to teach a high workload course. These include (but are not necessarily limited to): Assessment of Intelligence and Achievement (PSYC 5395), Practicum I (PSYC 6391), Practicum III (PSYC 6393), and Practicum in School Psychology I (PSYC 6396).
4. **Doctoral Level Coursework:** Doctoral level (i.e., 7000- and 8000-level) courses are counted as 0.50 FTE. *Please note, faculty receiving doctoral mentorship workload credit as described in section II.4 of this policy will receive 0.25 FTE credit for 7000- and 8000-level classes.*
5. **Graduate-Level Independent Research:** Faculty members who oversee independent studies courses at the master's or doctoral level will receive .33 workload credit for each course.
6. **New Tenure-Track Faculty:** Newly hired, tenure track faculty may receive up to 0.50 reassigned time during the fall and/or spring semesters during their first two years of employment to establish their scholarly record. That is, newly hired, tenure track faculty will receive the equivalent of two course releases in a fall and/or spring semester over the first two years of service. *Please note this reassigned time cannot be used during summer semesters.*
7. **Teaching Schedule Adjustment:** Faculty members may request to have their teaching schedules adjusted to support/enhance scholarly success. To this end, faculty members who are beyond their third-year review may request to teach one additional course in the fall or spring semester and have their teaching workload reduced by one course in the fall

or spring semester of the same academic year. These adjustments must take place within the same academic year and will not include summer teaching. Faculty will be asked to describe their plans in detail, including the scholarly achievement outcome expected. Such modifications are not guaranteed and are subject to approval by the Chair.

IV. WORKLOAD CREDIT FOR OTHER PROFESSIONAL RESPONSIBILITIES

1. The Department of Psychology and Philosophy allows workload credits for other professional responsibilities and assignments. Workload credits and adjustments must be approved by the Chair.
2. Workload adjustments resulting in no workload credit towards teaching are not typical and may only be considered under rare and temporary circumstances with the approval of the Chair.
3. Workload credit for other professional responsibilities and assignments, include (but are not limited to):
 - A. ***Program Director/Coordinator Assignment:*** Workload may be granted for a faculty member who directs a graduate program or an undergraduate program. The amount of workload credit will be based on college-level policy, considering factors such as the size of the department, job duties, program enrollments, accreditation requirement, etc.
 - B. ***Grant Buy-Out Adjustment:*** Following ORSP guidelines, workload credit may be granted to a faculty member who has secured external funding.
 - C. ***Professional and Administrative Activity Adjustment:*** Workload credit of up to three (3) per academic year may be granted for a faculty member who performs significant administrative or professional activities beyond standard expectations (e.g., chairing the university Faculty Senate, serving on the executive board of a national professional organization, etc.). Detailed evidence to support the workload credit adjustment must be provided by the faculty member and approved by the Chair.
 - D. ***Developmental Leave Adjustment:*** Up to twelve (12) workload credits per semester may be assigned to a faculty member who is awarded a Faculty Development Leave by the Board of Regents, in accordance with APS 800328, *Faculty Development Leave*.
 - E. ***Research Development*** – Faculty may request up to 0.25 reassigned time per semester to dedicate to research development (e.g., grant writing). Detailed evidence (e.g., deliverable outcomes) to support the workload credit adjustment must be

provided by the faculty member and approved by the Chair. Please note these requests are not guaranteed and are subject to approval by the Chair.

Department of Sociology Workload Policy

College of Humanities and Social Sciences

Sam Houston State University

Purpose

In accordance with university policy (APS 790601, Faculty Workload), all faculty in the Department of Sociology have workloads that meet university goals and are distributed equitably and carried out efficiently and effectively. Sociology tenured and tenure-track faculty members are expected to meet a set of professional responsibilities that include teaching, scholarly and/or creative accomplishment, and service. Sociology lecturers are expected to meet a set of professional responsibilities that include teaching and service.

Workload Process

The department chair is responsible for assigning each faculty member's workload, in consultation with the faculty member. The department chair ensures faculty workload assignments comply with university policies and meet department goals for teaching, research, scholarly and creative activities, and service.

Each fall, workload for the next academic year will be determined. Faculty requests for adjustments to their workload must be approved by the completion of the fall semester of the previous academic year. In extenuating circumstances, adjustments to workload may be made after the fall semester. Adjustments to workload must be approved by the department chair.

Workload Credit

Due to current departmental need and personnel, tenure-track and tenured faculty teaching are expected to maintain a balanced workload. For these individuals, the 12-workload credit standard is typically fulfilled by teaching three 3-credit hour classes (9 workload credits) and conducting research at a level that warrants the awarding of three workload credits. It is expected that tenured or tenure-track faculty will integrate service. The current performance standards were approved under prior institutional standards (e.g., 40% scholarly accomplishments, 40% teaching, and 20% service). As a result, the Department of Sociology will continue to apply those weights in evaluating tenured and tenure-track faculty performance. If the faculty elects to revise performance standards to account for recent revisions to the workload policy (APS 790601), then the Department of Sociology will revise its workload process and weights in response to those changes.

Due to current departmental need and personnel, lecturers are expected to satisfy their 12-workload credit standard is typically fulfilled by teaching four 3-credit hour classes. It is additionally expected that lecturers will integrate service. The performance standards currently in effect assume the annual performance of lecturers is based on 90% teaching and 10% service. As a result, the Department of Sociology will continue to apply those weights in evaluating non-tenure track faculty performance. If the faculty elects to revise performance standards to account for recent revisions to the workload policy (APS 790601), then the Department of Sociology will

revise its workload process and weights in response to those changes.

Workload adjustments may be requested for the activities listed below. Please note, these requests are not guaranteed and must be reviewed in light of departmental need. If faculty receive an adjustment in their workload, corresponding adjustments will be made in their annual review.

Teaching

- Workload credit (up to 3-workload credits) may be granted for department teaching initiatives that increase the quality and/or breadth of program curriculum and pedagogy (e.g., development of a new degree, complete revision of an existing curriculum, etc.).
- In accordance with ORSP guidelines, teaching buy-out adjustment for faculty members who have secured external funding to pay for a portion of their salary and thus “buy out” teaching time. The amount of workload credits (ranging from 3-6 workload credits) depends on the size of the grant.

Research

- To build their research program, assistant professors may receive up to two 3-workload credit reductions (a total of 6-workload credit reductions) in the first two years of employment.
- In accordance with ORSP guidelines, research buy-out adjustment for faculty members who have secured external funding to pay for a portion of their salary and thus "buy out" time. The amount of workload credits (ranging from 3-6 workload credits) depends on the size of the grant.

Service

- Workload credit may be granted for program directors/coordinators based on responsibilities, duties, and program enrollments. See CHSS policy for additional details.
- Workload credit may be granted to a faculty member who chairs certain university-level committees, task forces, or the Faculty Senate, or who performs other significant administrative activities, not to exceed 3-workload credits.
- Workload credit may be granted for high-impact professional activities that demonstrably raise the profile of SHSU, such as editing a major professional journal or serving a leadership role in a professional organization, not to exceed 3-workload credits.

Tenure-track and tenured faculty may also request shifts in the distribution of their workload within an academic year to allow additional time during one semester to engage in research and undertake service projects. Most commonly, this would entail a faculty member teaching four classes one semester and two classes the other semester

Department of World Languages and Cultures Workload Policy

College of Humanities and Social Sciences

Sam Houston State University

According to APS 790601, full-time faculty workload equates to twelve (12) workload credits each fall, spring, and long summer semester. Summer employment may be available to faculty with nine-month contracts. Faculty workload includes a combination of teaching, conducting scholarly/creative activities as appropriate to rank, and performing service or administrative duties.

Tenure-Track and Tenured Faculty

In the College of Humanities and Social Sciences, the standard probationary faculty workload is allotted as nine (9) teaching and three (3) scholarly and/or creative activities credits. For the purposes of SHSU's Faculty Evaluation System (APS 820317), the Department of World Languages and Cultures interprets the balanced workload 40% scholarly and/or creative accomplishments; 40% teaching; and 20% service. The balanced workload is designed to ensure that probationary faculty can amass a portfolio that is appropriate for tenure and promotion.

Workload Adjustments for Tenured Faculty

Tenured faculty may request workload adjustments consistent with the expectations of Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty (APS 900417) and college/academic unit standards for tenure and promotion. Workload adjustments do not alter the standards of performance as stipulated in APS 900417. Workload credit may be assigned to recognize temporary duties or expectations for teaching, scholarly and/or creative activities, and service or administrative assignments. Service-related workload adjustments are typically administered through reassigned time, and research-related workload adjustments are administered through grant buyout. All activities that receive faculty workload credit shall be assessed in accordance with The Faculty Evaluation System of Tenured and Tenure-Track Faculty (APS 820317).

Procedure for Requesting Workload Adjustment

Faculty members seeking workload adjustments should follow the procedure outlined below. Workload adjustment requests are not guaranteed and are subject to department instructional and administrative needs.

Workload Adjustment Request Process

- Complete the WOLC Request for Workload Adjustment Form;
- Note: this form must include a description of the activity, a compelling justification, the expected work product, and availability of grant support;

Submit completed form to Department Chair for approval (at least one year prior to proposed workload adjustment start date).

Documenting Workload Adjustments for Faculty Evaluation

Faculty who have received workload adjustments must provide comprehensive documentation in their annual review that demonstrates how their adjusted workload allocation has been utilized to

advance their scholarly and/or creative accomplishments, teaching effectiveness, and service contributions. This documentation should clearly justify the continued need for the workload adjustment and show measurable progress in the areas for which the adjustment was granted. The documentation must align with the expectations outlined in APS 820317 and demonstrate that the faculty member is meeting the performance standards appropriate for their rank (APS 900417).

Duration and Review of Workload Adjustments

Workload adjustments are granted for specified time periods and are subject to regular review to ensure alignment with department instructional and administrative needs. Faculty receiving workload adjustments must recognize that the standard expectation for tenured and tenure-track faculty in the Department of World Languages and Cultures is a 3/3 teaching load. Workload adjustments are temporary accommodation designed to support specific scholarly, creative, pedagogical, or service objectives and cannot be maintained indefinitely. Faculty must be prepared to return to the standard balanced workload allocation when the adjustment period expires or when department needs require it. Renewal requests for workload adjustments must be submitted in accordance with APS 790601 and will be evaluated based on demonstrated progress, continued justification for the adjustment, and department capacity to support the modified workload.

Instructional overloads are handled in accordance with APS 810701.

Non-Tenure-Track Faculty

In the College of Humanities and Social Sciences, the standard non-tenure-track faculty workload is allotted as twelve (12) teaching credits. For the purposes of faculty evaluation, the Department of World Languages and Cultures interprets this workload as 90% teaching and 10% service. This workload is designed to ensure that non-tenure-track faculty can amass a portfolio that is appropriate for promotion. In extraordinary cases, non-tenure-track faculty may request workload adjustments. These requests are not guaranteed and are subject to department instructional and administrative needs. The procedures, documentation, duration, and review of workload adjustments for non-tenure-track faculty align with those established for tenured faculty.

Instructional overloads are handled in accordance with APS 810701.