

College of Science and Engineering Technology

Sam Houston State University

Faculty Workload Policy

Reviewed August 2025

1. PURPOSE

- 1.01 In accordance with university policy ([APS 790601](#), Faculty Workload), all faculty in the College of Science and Engineering Technology have workloads that meet university goals, are distributed equitably, and are carried out efficiently and effectively.
- 1.02 The College of Science and Engineering Technology elects to create and maintain a general college workload policy with agreement from each department chair and with input from tenured, tenure-track, and continuing non-tenure track faculty. Each department in the college will create and maintain more specific workload guidelines, which shall be consistent with and subordinate to the college policy. The college workload policy and any departmental guidelines are reviewed annually and subject to approval by the Dean and the Provost and Sr. Vice President for Academic Affairs.
- 1.03 The Department Chairs are responsible for assigning each faculty member's workload, in consultation with the faculty member, at the beginning of each fall, spring, and 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 the individual faculty member's professional goals, interests, and skill sets. The Dean is responsible for assigning each Chair's workload, in consultation with the Chair at the beginning of each fall, spring, and summer semester. During this meeting and with approval by the Dean, Chairs may negotiate research time in their workload. Each semester, the Department Chair submits the faculty workload to the Dean for approval and reporting.

2. WORKLOAD CREDIT

2.01 The standard workload for full-time faculty is 12 workload credits per semester.

Approved workload credit over 12 credits per semester for tenured and tenure-track faculty may be accrued for future use in accordance with [APS 810701](#), Instructional Overload Assignment. Departments will maintain records for all accrued workload credits to be used within three academic years. Records of accrued workload credits will be reported to the Dean's office at the end of each fall, spring, and summer (II) semesters. Approved workload credits over 12 credits per semester not accrued for future use will be paid to affected faculty in accordance with [APS 810701](#), Instructional Overload Assignment.

2.02 For most Professors of Practice, Clinical Faculty, and full-time Lecturers (excluding Lecturer pool), and Visiting Assistant Professors in the college, this standard of 12 workload hours is typically fulfilled by assigning 12 workload credits for teaching.

2.03 For most tenure-track and tenured faculty teaching in the college, the standard of 12 workload hours is typically fulfilled by assigning 9 workload credits for teaching and conducting research at a level that warrants the awarding an additional 3 workload credits.

2.04 Workload is calculated for lectures, labs, and individual instruction using the semester credit hour value of the course, lab contact hours, or the number of students enrolled on the 12th class day, respectively. Calculations for this purpose are detailed in Table 1. Chairs or directors may assign workload adjustments to reflect the complexity of teaching assignments.

Table 1. Calculating Workload Credit Hours

Type of Course	Minimum Workload Credits	Suggested Typical Workload Credits (based on credit hour value of class)	Maximum Workload Credits (based on credit hour value of class)
UG lecture only	0	Credit hours * 1	Credit hours * 1.5
Grad lecture only	0	Credit hours * 1	Credit hours * 2
Lecture only with over 100 students	0	Credit hours * 1	Credit hours * 2
UG or Grad lab only	0	Department-specific	Lab contact hours * 1
Combined lecture/lab	0	Lecture credit hours * 1 + Lab (department-specific)	Lecture credit hours * 1.5 + Lab contact hours * 1

3. PRACTICE FOR TEACHING WORKLOAD ADJUSTMENTS

3.01 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.

4. WORKLOAD CREDIT FOR OTHER PROFESSIONAL RESPONSIBILITIES

4.01 The College of Science and Engineering Technology allows workload credits for other professional responsibilities and assignments. Workload credits and adjustments must be approved by the Chair, the Dean, and the Provost and Sr. Vice President for Academic Affairs.

4.02 Workload adjustments resulting in no workload credit toward teaching are not typical and may only be considered under rare and temporary circumstances with the approval of the Chair, the Dean, and the Provost and Sr. Vice President for Academic Affairs.

4.03 Workload credit for other professional responsibilities and assignments

- a. Workload credit for professional responsibilities and assignments will be established by each department consistent with their department priorities and other SHSU policies and approved by the Dean, including workload credit for

serving as Department Chair; Administrative Assignments (Graduate Coordinator, Assistant Chair, etc.); assignment as a Laboratory Safety Officer; serving as Research Director of an institute or center within COSET; professional service, or administrative activity; mentoring (chairing committees) of Ph.D., M.A., or M.S. students, honors theses, independent study courses, or other roles.

- b. Grant Funded Buyout Adjustment: Workload credit may be granted to a faculty member who has secured external funding in accordance with ORSP guidelines. Such credit will be subject to approval by the grant PI, Department Chair, the Dean, and the Provost and Sr. Vice President for Academic Affairs.
- c. Developmental Leave Adjustment: Up to 12 workload credits per semester may be assigned to a faculty member awarded Faculty Development Leave by the Board of Regents, in accordance with [APS 800328](#), Faculty Development Leave.

5. FACULTY EVALUATION SYSTEM OF TENURED AND TENURE-TRACK FACULTY

5.01 In accordance with university policy ([APS 820317](#), Faculty Evaluation System of Tenured and Tenure-Track Faculty), all tenured and tenure-track faculty in the College of Science and Engineering Technology take part in the Faculty Evaluation System (FES) annually. The FES provides faculty, in alignment with their faculty workload assignment, one of four (4) possible evaluation pathways. The College of Science and Engineering Technology limits this to three (3) possible evaluation pathways: Balanced, Research-Intensive, and Teaching/Librarianship-Intensive. Each pathway consists of respective weights used in creating the final summary FES score. Each department/school shall establish specific values within the allotted range for each category for all relevant evaluation pathways. Faculty should select their annual evaluation pathway such that it reflects their efforts toward tenure and/or promotion in alignment with their department's published tenure and promotion performance standards.

School of Agricultural Sciences

Sam Houston State University

Faculty Workload Policy

Reviewed August 2025

1. PURPOSE

1.01 The purpose of this document is to narrow the guidelines given in the College of Science and Engineering Technology (COSET) Faculty Workload Policy to provide details for how the School of Agricultural Sciences applies the COSET guidelines in the assigning and reporting of faculty workload. This document is subordinate to the COSET Faculty Workload Policy, and any matter not specifically addressed in this document is assumed to be in the purview of the COSET Faculty Workload Policy. Thus, this document is not intended to be a complete description of workload considerations in the department but instead only treats those aspects of workload where the college-level guidelines are not specific enough.

2. WORKLOAD GUIDELINES

2.01 The standard workload for tenured and tenure-track faculty is 12 workload credits. For most tenured and tenure-track faculty teaching in the School of Agricultural Sciences, the standard of 12 workload credits is typically fulfilled by assignment of 9 workload credits for teaching and 3 workload credits for conducting research. Tenured and tenure-track faculty workload credits are calculated as detailed in Table 2.

Table 2. Calculating Tenured and Tenure-track Faculty Workload Credit Hours, School of Agricultural Sciences

Type of Course	Workload Credits (based on credit hour value of class)
UG lecture only	Credit hours * 1
Grad lecture only	Credit hours * 1
Lecture only with over 100 students	Credit hours * 1
Instructor taught UG or Grad lab only	Credit hours * 1
Instructor supervised UG or Grad lab only	Credit hours * 0.5
Combined lecture/lab	Credit hours * 1

2.02 The standard workload for Clinical Faculty, Faculty of Practice, and Visiting Assistant Professors is 12 workload credits, which is typically fulfilled by an assignment of 12 workload credits for teaching only. Faculty of Practice, Visiting Assistant Professors, and Clinical Faculty workload credits are calculated as detailed in Table 3.

Table 3. Calculating Faculty of Practice, Visiting Assistant Professors, and Clinical Faculty Workload Credit Hours, School of Agricultural Sciences

Type of Course	Workload Credits (based on credit hour value of class)
UG lecture only	Credit hours * 1
Grad lecture only	Credit hours * 1
Lecture only with over 100 students	Credit hours * 1
Instructor taught UG or Grad lab only	Credit hours * 1
Instructor supervised UG or Grad lab only	Credit hours * 0.5
Combined lecture/lab	Credit hours * 1

2.03 The standard workload for Lecturers is 12 workload credits per semester. Overall, Lecturers will typically teach a total of 30 credit hours over the fall and spring semesters of an academic year, comprised of 15 credit hours assigned in the fall and 15

in the spring. Consequently, for Lecturers teaching 15 credit hours in either the fall or spring semester, workload credits are calculated as detailed in Table 4.

Table 4. Calculating Lecturer Workload Credit Hours, School of Agricultural Sciences

Type of Course	Number of Workload Credits (based on credit hour value of class)
UG lecture only	Credit hours * 0.8
Grad lecture only	Credit hours * 0.8
Lecture only with over 100 students	Credit hours * 0.8
Instructor taught UG or Grad lab only	Credit hours * 0.8
Instructor supervised UG or Grad lab only	Credit hours * 0.4
Combined lecture/lab	Credit hours * 0.8

3. WEIGHTS OF FES PATHWAYS

3.01 The School of Agricultural Sciences will use the weights listed in Table 5 for each of the three approved Pathways (Balanced, Teaching, and Research) utilized in evaluation of Tenure-track faculty.

Table 5. Weights of FES 1-4 for the Balanced, Teaching, and Research Pathways

Pathway	FES 1	FES 2	FES 3	FES 4
Balanced	20%	20%	40%	20%
Research	15%	15%	50%	20%
Teaching	25%	25%	30%	20%

Department of Biological Sciences

Sam Houston State University

Faculty Workload Policy

Reviewed August 2025

1. PURPOSE

- 1.01 In accordance with university policy ([APS 790601](#), Faculty Workload), all faculty in the Department of Biological Sciences have workloads that meet university goals and are distributed equitably and carried out efficiently and effectively.
- 1.02 The Department of Biological Sciences elects to create and maintain a workload policy with agreement from tenured, tenure-track, and continuing non-tenure track faculty. The department workload policy is reviewed annually and subject to approval by the Dean and the Provost and Sr. Vice President for Academic Affairs.
- 1.03 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. The Dean of COSET is responsible for assigning each Chair's workload, in consultation with the Chair at the beginning of each fall, spring, and long summer semester. During this meeting, Chairs can negotiate research time in their workload with approval by the Dean. Each semester, the department Chair submits the faculty workload to the Dean for approval and reporting.

2. WORKLOAD CREDIT

- 2.01 The standard workload for full-time faculty is 12 workload credits per semester. Approved workload credit over 12 workload credits per semester for tenured and tenure-track faculty may be accrued for future use with approval from the Chair, the Dean, and the Provost and Sr. Vice President for Academic Affairs in accordance with

[APS 810701](#), Instructional Overload Assignment. The Chair will maintain record keeping for all approved accrued workloads to be used within three academic years and will report this information to the Dean for approval.

- 2.02 For most Professors of Practice and full-time Lecturers (excluding Lecturer pool) in the department, this standard of 12 workload credits is typically fulfilled by assigning 12 workload credits for teaching.
- 2.03 For most tenure-track and tenured faculty teaching in the department, the standard of 12 workload credits is typically fulfilled by assigning 9 workload credits for teaching and conducting research at a level that warrants the awarding of 3 workload credits.
- 2.04 Workload is calculated for lectures, labs, and individual instruction using the semester credit hour value of the course, lab contact hours, or the number of students enrolled on the 12th class day, respectively. For lecture or seminar courses, workload credit is equal to the credit hour value for each course.
- 2.05 Owing to the significant work needed for faculty to teach labs where they are physically teaching the lab, each lab will count as 3 workload credits. To receive full workload credits for lab, the faculty member must teach the lab with no lab assistant and be solely responsible for prepping materials and setting up the lab. Faculty members who teach labs with a lab assistant will receive half workload credit.
- 2.06 Faculty supervising numerous lab sections that are taught by lab assistants (e.g., BIOL 2440, 3409, 3450, and 3470) may receive a maximum of 3 workload credits per course with multiple lab sections.

3. PRACTICE FOR TEACHING WORKLOAD ADJUSTMENTS

- 3.01 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.

4. WORKLOAD CREDIT FOR OTHER PROFESSIONAL RESPONSIBILITIES

- 4.01 The Department of Biological Sciences allows workload credits for other professional responsibilities and assignments. Workload credits and adjustments must be approved by the Chair, the Dean of COSET, and the Provost and Sr. Vice President for Academic Affairs.
- 4.02 Workload adjustments resulting in no workload credit toward teaching are not typical and may only be considered under rare and temporary circumstances with the approval of the Chair, the Dean, and the Provost and Sr. Vice President for Academic Affairs. Courses with 0 workload credit will be administratively assigned to the chair.
- 4.03 Workload credit for other professional responsibilities and assignments
- a. Workload credit for professional responsibilities and assignments will be consistent with the department priorities and other SHSU policies in consultation with the Chair and approved by the Dean, including workload credit for serving as Department Chair, Administrative Assignments (Graduate Coordinator, Assistant Chair, etc.), serving as Research Director of an institute or center within COSET, professional service, or other roles.
 - b. Grant Funded Buyout Adjustment: Workload credit may be granted to a faculty member who has secured external funding in accordance with ORSP guidelines. Such credit will be subject to approval by the grant PI, Department Chair, Dean, and the Provost and Sr. Vice President for Academic Affairs.
 - c. Developmental Leave Adjustment: Up to 12 workload credits per semester may be assigned to a faculty member awarded Faculty Development Leave by the Board of Regents, in accordance with [APS 800328](#), Faculty Development Leave.

5. WEIGHTS OF FES PATHWAYS

5.01 The Department of Biological Sciences will use the weights listed in Table 6 for each of the three approved Pathways (Balanced, Teaching, and Research) utilized in evaluation of Tenure-track faculty.

Table 6. Weights of FES 1-4 for the Balanced, Teaching, and Research Pathways

Pathway	FES 1	FES 2	FES 3	FES 4
Balanced	20%	20%	40%	20%
Research	15%	15%	50%	20%
Teaching	25%	25%	30%	20%

1. PURPOSE

- 1.01 To ensure that we continue to serve our students and society in our teaching, research, and service endeavors, it is important to have a system to fairly distribute and credit the work to be done. This policy outlines a system for accomplishing that.

2. WORKLOAD CREDIT

- 2.01 Three-credit-hour lecture course or lecture portion of 4-credit-hour linked lecture/lab course: 3.0 credits
- 2.02 One-credit-hour seminar courses: 1.0 credit
- 2.03 Labs as part of 4-credit-hour linked lecture/lab courses (Note: Max. 1 credit per contact hour in COSET policy)
- a. 2-contact-hour-per-section labs
 - 1 lab section: 2.0 credits
 - 2-8 lab sections: 3.0 credits
 - 9 or more lab sections: 6.0 credits
 - b. 3- or 4-contact-hour-per-section labs
 - 1-6 lab sections: 3.0 credits
 - 7 or more lab sections: 6.0 credits (Note: At this time, no advanced lab has more than 5 sections)
- 2.04 Stand-alone labs with direct-instruction component
- a. CHEM 2123/2125 (Justification: This course has complex scheduling, lab sections are 3 hours per week in lab plus 1-hour direct instruction in a classroom, but multiple sections combine for each 1 hour prelab direct-instructed section)

- 1-6 sections: 3.0 credits
 - 7 or more sections: 6.0 credits
- b. CHEM 4260: 3.0 credits (Justification: This lab has ~2 hours/week direct instruction plus 6 additional contact hours/week lab time)

2.05 Other

- a. CHEM 4001 Directed Study in Chemistry (1-3 credit hours): Voluntarily taught unless at least 10 students are enrolled in the course, then 1.0 * credit hours
- b. When courses are combined and taught in the same room, the instructor only receives credit for the higher workload course. For example, if CHEM 5100 is combined with (taught in the same room and at the same time as) a 3-credit-hour graduate course, it does not count as an additional workload. Otherwise, it is 1.0 credit.
- c. Completion of five M.S. theses as committee chair results in accumulation of 3.0 (one-course) release
- d. CHEM 4398 Undergraduate Research is 3.0 credits. (Historically, this course is administratively assigned to the Chair, who serves as instructor with no workload assigned. This course may be assigned to faculty when more than 10 students enroll.)
- e. CHEM 6498 and 6099: Administratively assigned to the Chair with no workload

3. WEIGHTS OF FES PATHWAYS

3.01 The Department of Chemistry will use the weights listed in Table 7 for each of the three approved Pathways (Balanced, Teaching, and Research) utilized in evaluation of Tenure-track faculty.

Table 7. Weights of FES 1-4 for the Balanced, Teaching, and Research Pathways

Pathway	FES 1	FES 2	FES 3	FES 4
Balanced	20%	20%	40%	20%
Research	15%	15%	60%	10%
Teaching	30%	30%	20%	20%

Department of Computer Science

Sam Houston State University

Faculty Workload Policy

Reviewed August 2025

1. PURPOSE

- 1.01 The purpose of this document is to narrow the guidelines given in the COSET Faculty Workload Policy to provide details for how the Department of Computer Science applies the COSET policy in the assigning and reporting of faculty workload. This document is subordinate to the COSET Faculty Workload Policy, and any matter not specifically addressed in this document is assumed to be in the purview of the COSET Faculty Workload Policy. Thus, this document is not intended to be a complete description of workload considerations in the department, but instead only treats those aspects of workload where the college-level guidelines are not specific enough.

2. WORKLOAD CREDIT

- 2.01 The standard workload for tenured and tenure-track faculty is 12 workload credits. For most tenured and tenure-track faculty teaching in the Department of Computer Science, the standard of 12 workload credits is typically fulfilled by an assignment of 9 workload credits for teaching and 3 workload credits for conducting research.
- 2.02 The standard workload for non-tenure track faculty is 12 workload credits per semester, which is typically fulfilled by an assignment of 12 workload credits for teaching only.
- 2.03 Practice for workload calculation is as follows:
- a. Workload credits for teaching are assigned at the rate of 1 workload credit per credit hour of a regular undergraduate or graduate class, with the following exceptions:
 - For Ph.D.-level graduate classes and classes with more than 100 students, each credit hour counts for 2 workload credits.

- For classes with more than 75 students, each credit hour counts for 1.5 workload credits.
- b. A course, such as an independent study class, that is voluntarily taught by a faculty member, counts for 0 workload credits. A faculty member's workload that totals more than 12 workload credits per semester, resulting from teaching classes of 4 credit hours, will be accrued for future use in accordance with [APS 810701](#), Instructional Overload Assignment. For 4-credit-hour classes with a lab component, the course instructor will only receive workload credits per lecture credit hours when a teaching assistant is assigned for the lab.

3. WEIGHTS OF FES PATHWAYS

3.01 The Department of Computer Science will use the weights listed in the following Table 8 for each of the three approved Pathways (Balanced, Teaching, and Research) utilized in evaluation of Tenure-track faculty.

Table 8. Weights of FES 1-4 for the Balanced, Teaching, and Research Pathways

Pathway	FES 1	FES 2	FES 3	FES 4
Balanced	20%	20%	40%	20%
Research	15%	15%	50%	20%
Teaching	30%	30%	20%	20%

Department of Engineering Technology

Sam Houston State University

Faculty Workload Policy

Reviewed August 2025

1. PURPOSE

1.01 This document aims to narrow the guidelines in the College of Science and Engineering Technology (COSET) Faculty Workload Policy to provide details for how the Department of Engineering Technology (ETEC) applies the COSET guidelines in assigning and reporting faculty workload. This document is subordinate to the COSET Faculty Workload Policy, and any matter not specifically addressed in this document is assumed to be in the purview of the COSET Faculty Workload Policy. Thus, this document is not intended to be a complete description of workload considerations in the department, but instead only treats those aspects of workload where the college-level guidelines are not specific enough.

2. WORKLOAD CREDIT

2.01 In this document, contact hours refer to the actual time spent in direct interaction between students and instructors, including classroom, lab, or other instructional setting. Credit hours refer to the number of hours a student earns toward their degree for completing a course.

2.02 The standard workload for tenured and tenure-track faculty is 12 workload credits. For tenured and tenure-track faculty teaching in the ETEC department, the standard of 12 workload credits is typically fulfilled by the assignment of 9 workload credits for teaching and 3 workload credits for conducting research. Tenured and tenure-track faculty workload credits are calculated as detailed in Table 9.

Table 9. Calculating Tenured and Tenure-track Faculty Workload Credit Hours, Department of Engineering Technology

Type of Course	Workload Credits (based on credit hour value of class)
UG lecture only	Credit hours * 1
Grad lecture only	Credit hours * 1
Instructor taught UG or Grad lab only	Credit hours * 1
Instructor supervised UG or Grad lab only	Credit hours * 0.5
Combined lecture/lab (4 contact hours). Note: 3 credit hours is 4 contact hours.	Credit hours * 1

2.03 The standard workload for Faculty of Practice and Visiting Faculty is 12 workload credits, typically fulfilled by an assignment of 12 workload credits for teaching only. Faculty of Practice and Visiting Faculty workload credits are calculated as detailed in Table 10.

Table 10. Calculating Faculty of Practice and Visiting Faculty Workload Credit Hours, Department of Engineering Technology

Type of Course	Workload Credits (based on credit hour value of class)
UG lecture only	Credit hours * 1
Grad lecture only	Credit hours * 1
The instructor taught UG or Grad lab only	Credit hours * 1
Instructor supervised UG or Grad lab only	Credit hours * 0.5
Combined lecture/lab (4 contact hours). Note: 3 credit hours is 4 contact hours.	Credit hours * 1

2.04 A faculty member's workload that totals more than 12 workload credits per semester, resulting from teaching classes of 4 credit hours, will be accrued for future use in accordance with [APS 810701](#), Instructional Overload Assignment.

2.05 The standard workload for Lecturers is 12 workload credits per semester. Lecturers typically teach 30 credit hours per academic year (fall and spring semesters). Workload credits for Lecturers are calculated as detailed in Table 11. Exceptions will be submitted for approval to the Dean and the Provost and Sr. Vice President for Academic Affairs.

Table 11. Calculating Lecturer Workload Credit Hours, Department of Engineering Technology

Type of Course	Workload Credits (based on credit hour value of class)
UG lecture only	Credit hours * 0.8
Grad lecture only	Credit hours * 0.8
Instructor taught UG or Grad lab only	Credit hours * 0.8
Instructor supervised UG or Grad lab only	Credit hours * 0.4
Combined lecture/lab (4 contact hours). Note: 3 credit hours is 4 contact hours.	Credit hours * 0.8

3. WEIGHTS OF FES PATHWAYS

3.01 The Department of Engineering Technology will use the weights listed in the following Table 12 for each of the three approved Pathways (Balanced, Teaching, and Research) utilized in evaluation of Tenure-track faculty.

Table 12. Weights of FES 1-4 for the Balanced, Teaching, and Research Pathways

Pathway	FES1	FES 2	FES 3	FES 4
Balanced	20%	20%	40%	20%
Research	15%	15%	50%	20%
Teaching	25%	25%	30%	20%

Department of Environmental and Geosciences

Sam Houston State University

Faculty Workload Policy

Reviewed August 2025

1. PURPOSE

- 1.01 This policy is to ensure that faculty in the Department of Environmental and Geosciences (hereafter referred to as “the department”) maintain workloads in accordance with university policy ([APS 790601](#), Faculty Workload) and the College of Science and Engineering Technology (COSET) Faculty Workload Policy.
- 1.02 The intention of this policy is to ensure that departmental workloads meet university, college, and departmental needs; are distributed equitably; and carried out efficiently and effectively. This policy is subordinate to the college and university policies.
- 1.03 Faculty workload shall be assigned by the Chair of the Department, in consultation with the faculty member, at the beginning of each fall, spring, and summer (if applicable) semester. The Chair ensures faculty workload assignments comply with university and college policies, while meeting departmental needs for teaching, research, and service. The Chair should consider an individual faculty member’s professional goals, interests, and skill sets.
- 1.04 Workloads that deviate from those established in the college and university policies require prior approval from the Dean and the Provost and Sr. Vice President for Academic Affairs.

2. WORKLOAD CREDIT

- 2.01 The standard workload for full-time, tenured or tenure-track faculty is 12 workload credits each fall, spring, and long summer semester (if applicable). Approved workload credits above the standard 12 credits per semester for tenured and tenure-track faculty credit may be approved for future use in accordance with [APS 810701](#), Instructional Overload Assignment.

- 2.02 For most tenure-track and tenured faculty in the college, the 12 workload credit is typically fulfilled by assigning 9 workload credits for teaching and 3 workload credits for conducting research.
- 2.03 Workload is calculated for courses, laboratories, and individual instruction. In agreement with COSET policy, Table 13 outlines the number of workload credits for teaching assignments. The chair may assign workload adjustments to reflect the complexity of teaching assignments, number of students enrolled, and other activities such as course field trips.

Table 13. Calculating Faculty Workload Credit Hours, Department of Environmental and Geosciences

Course Type	Workload Credits (based on credit hour value of class)
UG lecture only	Credit hours * 1
Grad lecture only	Credit hours * 1
Lecture with >100 students	Credit hours * 1
Combined UG or Grad lecture/lab	Credit hours * 1
Instructor taught UG or Grad lab only	1 credit per 2 contact (laboratory) hours
Instructor supervised UG or Grad lab only	Credit hours * 0.5
Faculty supervision of numerous lab sections of a single course taught by teaching assistants	Minimum credit of 0.25 per section. Total credit may not exceed 3 workload credits.

- 2.04 Faculty members who team teach an organized class will share the workload credits proportionately and in accordance with the distribution of responsibilities.
- 2.05 Workload credit for other professional responsibilities and assignments will be consistent with other SHSU policies and approved by the Dean and the Provost and Sr. Vice President for Academic Affairs (e.g., Department Chair, Assistant Chair, or Graduate Coordinator).

2.06 As need dictates, faculty members may be asked to carry a teaching or service load beyond the standard expectation. In such cases, compensation for teaching overloads will be in accordance with [APS 810701](#), Instructional Overload Assignment.

3. WEIGHTS OF FES PATHWAYS

3.01 The Department of Environmental & Geosciences will use the weights listed in the following Table 14 for each of the three approved Pathways (Balanced, Teaching, and Research) used in evaluation of Tenure-track faculty.

Table 14. Weights of FES 1-4 for the Balanced, Teaching, and Research Pathways

Pathway	FES 1	FES 2	FES 3	FES 4
Balanced	20%	20%	40%	20%
Research	15%	15%	50%	20%
Teaching	30%	30%	20%	20%

Department of Mathematics and Statistics

Sam Houston State University

Faculty Workload Policy

Reviewed August 2025

1. PURPOSE

- 1.01 The purpose of this document is to narrow the guidelines given in the COSET Faculty Workload Policy to provide details for how the Department of Mathematics and Statistics applies the COSET guidelines in the assigning and reporting of faculty workload. This document is subordinate to the COSET Faculty Workload Policy, and any matter not specifically addressed in this document is assumed to be in the purview of the COSET Faculty Workload Policy. Thus, this document is not intended to be a complete description of workload considerations in the department, but instead only treats those aspects of workload where the college-level guidelines are not specific enough.

2. WORKLOAD CREDIT

- 2.01 The standard workload for tenured and tenure-track faculty is 12 workload credits. For most tenured and tenure-track faculty teaching in the Department of Mathematics and Statistics, the standard of 12 workload credits is typically fulfilled by the assignment of 9 workload credits for teaching and 3 workload credits for conducting research. Workload credits for teaching are assigned at the rate of 1 workload credit per credit hour of a regular undergraduate or a graduate class. For classes with more than 100 students, each credit hour of such a class counts for 2 workload credits. A course, such as an independent study class, that is voluntarily taught by a faculty member will count for 0 workload credits. Workload credits for classes that are cross-listed will be split across the cross-listed sections. A faculty member's workload that totals more than 12 workload credits per semester resulting from the teaching of 4-credit-hour classes will be accrued for future use in accordance with [APS 810701](#), Instructional Overload Assignment.

- 2.02 The standard workload for Lecturers is 12 workload credits per semester. Overall, lecturers will typically teach a total of 30 credit hours over the fall and spring semesters of an academic year, but due to the imbalance in instructional staffing needs between fall and spring semesters, the number of credit hours assigned for the fall and spring semesters will be either 15 in the fall and 15 in the spring, or 18 in the fall and 12 in the spring. Consequently, the number of workload credits per credit hour will vary both by semester and by the number of credit hours taught per semester as follows: For Lecturers teaching 15 credit hours in either the fall or spring semester, each credit hour of class will count as 0.8 workload credits; for Lecturers teaching 18 credit hours in a fall semester, to be followed by 12 hours in the spring, each credit hour of class will count as 0.6667 workload credits in the fall and 1 workload credit in the spring.
- 2.03 The standard workload for Clinical Faculty, Faculty of Practice, and Visiting Assistant Professors is 12 workload credits, which is typically fulfilled by an assignment of 12 workload credits for teaching only. Workload credits for teaching are assigned at the rate of 1 workload credit per credit hour of class.

3. WEIGHTS OF FES PATHWAYS

- 3.01 The Department of Mathematics & Statistics will use the weights listed in the following Table 15 for each of the three approved Pathways (Balanced, Teaching, and Research) utilized in evaluation of Tenure-track faculty.

Table 15. Weights of FES 1-4 for the Balanced, Teaching, and Research Pathways

Pathway	FES1	FES 2	FES 3	FES 4
Balanced	20%	20%	40%	20%
Research	15%	15%	60%	10%
Teaching	25%	25%	30%	20%

Department of Physics and Astronomy

Sam Houston State University

Faculty Workload Policy

Reviewed August 2025

1. PURPOSE

1.01 In accordance with university policy ([APS 790601](#), Faculty Workload), and subordinate to the general workload guidelines established by the College of Science and Engineering Technology, this document provides additional details regarding the assignment and reporting of faculty workloads within the Department of Physics and Astronomy. Any matters not specifically described within this document fall back to policies set by the college and university.

2. WORKLOAD CREDIT

- 2.01 All full-time faculty have a standard workload based on 12 credits per semester. The Department Chair assigns responsibilities for these credits in consultation with each faculty member and in accordance with the department, college, and university policy documents; while taking into consideration the professional goals, interests, and skill sets of the faculty as individuals. The Chair ensures that the assigned workload meets department goals for teaching, research, scholarly/creative activity, and service; that it is distributed equitably; and that it can be carried out efficiently and effectively. Assignments are subject to approval by the Dean of the college and the Provost and Sr. Vice President for Academic Affairs.
- 2.02 The standard division of workload for tenured and tenure-track faculty is 9 credits for teaching and 3 credits for research. One workload credit for teaching is counted per semester credit hour of assigned lecture courses. One workload credit for teaching is counted per semester credit hour of assigned laboratory sections, up to a maximum of 3 credits per semester, and additional sections accrue 0 workload credits. Any course (such as an independent study class) that is voluntarily taught by a faculty member will

count for 0 workload credits. Workload credits for classes that are cross-listed will be split across the cross-listed sections. Faculty members who team-teach classes will proportionally share the workload credits computed for that class in accordance with the distribution of responsibilities. Regular service to the department, college and/or university, as well as the regular supervision of student research projects, are expected components of employment as a tenured or tenure-track faculty member, although these activities do not separately accrue workload credits. In the rare circumstance that a faculty member's workload exceeds 12 credits in a semester, credits may be accrued for future use or paid at the overload rate, in accordance with university policy ([APS 810701](#), Instructional Overload Assignment).

- 2.03 The standard workload for non-tenure-track faculty does not include a research or research-supervision component and is based only on teaching (with limited expectations for service). Otherwise, it conforms to the policies outlined for tenured and tenure-track faculty. A research component may be included for other employment categories, such as Visiting Assistant Professor, subject to approval by the Dean of the college and the Provost and Sr. Vice President for Academic Affairs.
- 2.04 The Department Chair has discretion to assign alternative workload credits, subject to policies set by the college and university, with approval by the Dean of the college and the Provost and Sr. Vice President for Academic Affairs. These credits should reflect a specific unusual circumstance, and any member of the faculty would not typically be awarded more than 3 such credits per semester. For example, credits could cover extensive research engagement (beyond standard faculty expectations and accompanied by the award of a significant external research grant); extensive supervision of student projects (beyond standard faculty expectations or by a member of the faculty whose workload does not usually include research obligations); or an extensive service, administrative, or curriculum development assignment (whose nature should be specifically targeted and in excess of standard faculty expectations). Standard policies apply to cases of grant buyouts, workload credits assigned externally by the college or university, and the award of Faculty Developmental Leave.

3. WEIGHTS OF FES PATHWAYS

3.01 The Department of Physics & Astronomy will use the weights listed in the following Table 16 for each of the three approved Pathways (Balanced, Teaching, and Research) utilized in evaluation of Tenure-track faculty.

Table 16. Weights of FES 1-4 for the Balanced, Teaching, and Research Pathways

Pathway	FES 1	FES 2	FES 3	FES 4
Balanced	20%	20%	40%	20%
Research	15%	15%	50%	20%
Teaching	25%	25%	20%	30%