



Policy Chapter: Chapter 6 Faculty Affairs

Policy Number and Title: 06.027 Academic Workload

I. Policy Statement

Faculty members at the University of North Texas have a variety of duties and responsibilities associated with the mission of the institution, including the essential functions of teaching, research/scholarship/creative activities, and professional service/leadership. Work in these areas constitutes the faculty member's professional obligation to the University and must reflect a 100%-time effort.

II. Application of Policy

Full-Time Faculty.

III. Policy Definitions

A. Faculty Workload

"Faculty Workload," in this policy, means the formal, documented articulation of a faculty member's work responsibilities for an academic term or academic year, as determined by the faculty member's unit administrator in consultation with the faculty member.

B. Scholarship

"Scholarship," in this policy, means faculty contributions which broadly construed contribute to the creation of new knowledge, art, or culture. Scholarship includes, but is not limited to, academic research, participation in the creative and performing arts, and clinical activities.

C. Service

"Service," in this policy, means assigned faculty contributions which broadly construed are necessary for the advancement and functioning of UNT or the faculty member's academic discipline. Service includes, but is not limited to committee service, service in disciplinary societies, editorial work, peer review, event organization, contributions to the university, professional service (locally, regionally, nationally, and internationally), and service to the local/regional/national/global community.

D. Teaching

"Teaching," in this policy, means faculty contributions which broadly construed contribute to the direct education of UNT students. This includes, but is not limited to, the instruction of organized UNT courses and mentoring individual UNT students enrolled for credit in dissertation, thesis, and independent study courses. The "librarianship" area of a UNT librarian faculty member's workload is considered "teaching" for the purpose of this policy as librarianship also directly contributes to the education of UNT students.

E. Unit Administrator

“Unit Administrator,” in this policy, means the head of a unit (e.g., chair, head, dean, director) who oversees reviews and evaluations.

F. Workload Equity

“Workload Equity,” in this policy, means to ensure fairness of faculty workload assignments; access; and assessments within departments, disciplines, and academic units. Workload equity is fundamental to equity in performance evaluation, the distribution of merit increases, and the awarding of academic promotions and tenure. Workload equity considerations may not be influenced by an individual’s race, sex, color, ethnicity, gender identity, or sexual orientation.

G. Workload Guidelines

“Workload Guidelines,” in this policy, means a written document that establishes guidelines for allocating equitable faculty workloads. Units will develop and adopt specific guidelines, consistent with this policy, and that accommodate the characteristics of their respective disciplines.

IV. Policy Responsibilities

A. Assignment Responsibility

The unit administrator is responsible for administering the unit’s workload guidelines consistently and fairly, transparently assigning faculty workloads, and ensuring that all faculty equitably contribute to the unit’s mission according to their position requirements. Ensuring full compliance with this policy and the unit’s meeting of instructional responsibilities is the responsibility of the unit administrator.

B. Timing

Workloads for individual faculty are assigned annually to ensure that the unit meets its instructional responsibility while respecting the faculty member’s professional and academic goals. A faculty member’s workload applies to the following academic year and is developed in consultation between the faculty member and unit administrator. In exceptional circumstances, a faculty member or unit administrator may request a modification to a previously agreed upon workload assignment. When modifications to faculty workloads are made outside of the annual cycle, faculty and unit administrators must detail modifications in writing.

C. Areas of Faculty Workload

For UNT faculty, the areas of professional responsibility include teaching, scholarship, and service as outlined in [UNT Policy 06.007, Full-Time Faculty and Academic Administrator Annual Review, and Academic Administrator Reappointment](#). For faculty with administrative roles, administration is also included as an area of professional responsibility, as reflected in the workload report.

D. Balancing & Percentages

1. A faculty member's total time and effort must always reflect a 100% workload commensurate with full-time employment as a faculty member.
2. Generally, it is expected that faculty with tenure-track appointment will carry a workload that contributes to all three areas of teaching, scholarship, and service; though in certain cases a major focus on scholarship, instruction, or service is warranted. Probationary tenure-track faculty will have workload assignments that permit an emphasis on those activities most important for success in the tenure and promotion process. Consistent with [UNT System Board of Regents Rule 06.901](#), tenured faculty must have a percentage of their workload designated for research/scholarship/creative activities.
3. Faculty with professional faculty appointments such as lecturer, clinical, or research appointments typically have a workload assignment with primary responsibility in one of the three areas of teaching, scholarship, or service.
4. Unit administrators, in consultation with the individual faculty member, ensure workload equity when assigning workload percentages by considering the conditions of the faculty member's appointment, the faculty member's goals, and the length of the faculty member's work contract. However, the broader needs/priorities of the academic unit(s) to which each faculty member is assigned (as determined by the unit administrator and/or dean), as well as of the University as a whole (as determined by the provost and president), must take precedence. Workload assignments do not necessarily guarantee that faculty's professional or academic goals or input on workload will be accommodated.

E. Availability and Transparency of Workload Assignments

Faculty workload assignments in the unit will be made available to all faculty in the respective academic unit before the start of each academic year.

F. Unit Guidelines

1. Faculty in each academic unit will establish workload guidelines that determine the weighting of effort in each area of professional responsibility. For example, a single regularly organized class in an academic year normally represents 10% of faculty effort. This percentage may count more than 10% depending on the local context, including class size and the availability of academic assistants as described in [UNT Policy 06.021, Academic Assistants](#), the instruction of larger or smaller classes, use of distributed learning techniques, oversight of teaching assistants or fellows, or coordination of multi-section courses as described in the unit guidelines.
2. Workload equity is supported by having a workload guideline that includes specific criteria that ensures faculty have equitable access to, communication of, and assignment of workload. Workload guidelines for each unit must include:
 - a. a statement of governing principles upon which the guidelines are based;
 - b. unit-specific definitions, as needed, for teaching, librarianship, scholarship,

- research, creative activity, service, administration, and clinical work;
- c. the minimum work expectations for all unit faculty, accounting for rank and career stage;
- d. a detailed description of the process (including associated timelines) by which workloads for individual faculty are established annually;
- e. a web link to the academic unit’s promotion and tenure standards;
- f. annual review guidelines, with which the workload guidelines must be consistent; and
- g. a description of how/where individual annual workload assignments will be made available annually to all faculty in the respective academic unit.

3. The dean and provost will review and approve each unit’s workload guidelines.

G. Process for Faculty Complaints

Each unit and college is responsible for developing a process for reviewing faculty workload grievances. Prior to being referred to the university-level process as described in [UNT Policy 06.051, Faculty Grievance](#); grievances must follow pertinent unit- and college-level grievance procedures. Any grievance associated with the workload must be submitted in writing at the unit- or college-level in accordance with the respective guidelines or within ten (10) business days of the triggering event if no deadline is specified.

V. References and Cross-References

- [Texas Education Code § 51.942](#)
- [UNT System Board of Regents Rule 06.601, Academic Workload Requirements](#)
- [UNT Policy 06.007, Full-Time Faculty and Academic Administrator Annual Review, and Academic Administrator Reappointment](#)
- [UNT Policy 06.021, Academic Assistants](#)
- [UNT Policy 06.035, Academic Freedom and Academic Responsibility](#)
- [UNT Policy 06.051, Faculty Greivance](#)
- [UNT Policy 16.004, Prohibition of Discrimination, Harassment, and Retaliation](#)

VI. Revision History

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