

POLICY LIT.9.15 FACULTY WORKLOAD

SCOPE: Faculty

Faculty have a fundamental role in fostering student success and advancing Lamar Institute of Technology (LIT). Teaching and service are important elements of faculty academic workloads.

1. Each full-time member of the faculty shall teach a minimum of fifteen (15) classroom contact hours, or its equivalence, per week.

- 1.1. A classroom contact hour consists of a regularly scheduled one-hour period of classroom activity in a course of instruction which has been approved.

- 1.2. For purposes of calculating the 15-hour teaching load for each full-time faculty member, the approved faculty workload payments procedure will be used.

- 1.2.1. Each lecture hour will be equated as one classroom instructional hour.

- 1.2.2. Each laboratory or clinical hour will be equated as a portion of a classroom instructional hour.

Therefore, a faculty member may teach more than the fifteen (15) classroom contact hours per week to meet the minimum teaching load requirements.

- 1.3. Other academic duties may be substituted for teaching duties on an hour-for-hour basis.

2. Each full-time faculty member shall maintain fifteen (15) service hours per week.

- 2.1. Service hours include office hours, committee work, or other college activities.

3. Regular full-time faculty members who are selected to teach during the Summer terms are off-contract and shall be considered the same as adjunct faculty.

4. Within 30 days of the end of each academic year, a faculty workload report shall be filed with the Texas State University System (TSUS) Board of Regents.

Related Procedures: LIT.9.15.01 Faculty Workload Payments; LIT.9.15.02 Faculty Work Schedules

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents: TSUS Rules and Regulations Chapter III, Section 5.2

Relevant Statutes: Texas Education Code 51.402

Relevant SACSCOC Standards: 6.1, 6.2.b

Document History:

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Reviewed:

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