

PROCEDURE LIT.9.15.02 FACULTY WORK SCHEDULES

SCOPE: Faculty and Staff

1. Faculty work schedules and Door schedules are due to the Office of the Provost/Vice President for Instruction and Student Services by the 5th class day as listed in the academic calendar for each term.
2. Each full-time faculty member must be on duty each work day (Monday through Friday) in a given term, except when on approved leave.
3. Full-time faculty shall be on duty a minimum of 30 hours per week.
 - 3.1. The 30-hour minimum excludes overload courses.
 - 3.2. Faculty work schedules must reflect a minimum of 25 hours per week.
 - 3.2.1. In addition to the 25 hours, faculty are to reserve a minimum of 5 hours per week for such activities as student appointments, committee meetings, and other College activities.
 - 3.2.2. It is understood that these 5 hours may vary from week to week, but each faculty member must keep their own documentation of these hours.
 - 3.2.3. Program Directors must show 27 hours per week on their work schedule.
 - 3.2.4. Department Chairs must show 40 hours per week on their work schedule.
 - 3.3. For full-time faculty, travel time within a given day between campuses/centers or other instructional sites for load (no overload courses) will be included within the 30 hours.
 - 3.4. Release time must be documented on the work schedule with the appropriate instructional equivalents (20%=48IE, 40%=96IE, 50%=120IE)
 - 3.5. Faculty shall enter overload course sections on their schedule clearly marked as "OL".
 - 3.5.1. Overload hours on the work schedule will be in addition to the normal 25-hour requirement (3SCH OL requires a minimum of 28 hours on schedule).
 - 3.6. For each course taught, a part-time faculty member is required to be available to students for the purpose of academic assistance for a minimum of one hour per week immediately before or after class or as approved by the Department Chair.
 - 3.7. The number of hours worked each day must be totaled on each column.
 - 3.8. Faculty shall post a copy of their approved schedule on their door.
 - 3.9. Any exceptions to the normal work day or normal work week must be approved in writing by the President or his designee.

Related Policies: LIT.9.15 Faculty Workload

Relevant Forms/Documents: Faculty Work Schedule

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

Relevant Statutes: Texas Government Code 658.007; Texas Education Code 51.402

Relevant SACSOC Standards: 6.1, 6.2.b

Document History:

Adopted: July 2026

Reviewed:

Revised: