

Policy Title: Faculty Workload and Merit Evaluation

Policy Number: BU-PP 706

Date Issued: August 1, 1997

Responsible Executive: Provost

Date Last Revised: May 4, 2025

Responsible Office: Provost

Faculty Workload and Merit Evaluation Policy BU-PP 706

Policy Statement

Faculty workload expectations are established for each full-time, regular faculty member. These expectations inform the annual faculty merit evaluation process which is associated with annual compensation recommendations; faculty merit evaluation is distinct from the mandatory reviews associated with faculty continuation, renewal, promotion, and tenure. Workload will vary with the individual while remaining within the parameters and principles of this policy and any workload guidelines established by the dean for the unit.

Reason for the Policy

Workload expectations must be applied in a logical and transparent manner in order to properly assess faculty work for purposes of merit evaluation.

Individuals/Entities Affected by this Policy

Full-time, regular faculty members at Baylor University

Exclusions

Academic Professionals
Full-time temporary faculty
Part-time temporary faculty

Related Documents and Forms

University Policies and Documents

[Outside Activities and Interests Policy \(BU-PP 800\)](#)

Contacts

Subject	Contact	Telephone	Office email/web site
Policy Questions	Office of the Provost	254-710-3601	https://provost.web.baylor.edu

Principles

The total workload for a full-time, regular faculty member can be conceptualized as 12 semester/trimester hours of teaching (or the reasonable equivalent for those on the quarter system) plus faculty service, with adaptations to the teaching load made based on the particulars of research activity, faculty type, rank, and assigned duties including administration. All Baylor faculty members are also expected to join and participate in a local faith community or religious congregation.

The composite of a faculty member's assigned responsibilities in all areas (teaching, research, service, administration) shall equal 100% of his/her workload.

Certain responsibilities are assumed to be inherent aspects of a full-time faculty member's professional life and are not reflected in the workload. These include, but are not limited to, keeping appropriate office hours; attending faculty meetings; communicating regularly with faculty, staff, and students; supporting unit-level recruitment events; engaging at selected college- or department-sponsored events; and attending university events such as convocation, hooding, pinning, and commencement (units shall set faculty attendance expectations). Likewise, during intersession periods, when a faculty member may not be teaching, working on campus, or holding office hours, some professional responsibilities endure for the sake of smooth operations of the institution and support of student progress toward graduation. These include, but are not limited to, regularly reading and responding to work communications, promptly providing information to the university when requested, and grading work from students finishing Incompletes from a previous term. Faculty overseeing research programs and/or labs are also expected to ensure the continued safe and effective work of the space, equipment, and personnel.

Faculty Workload

The assignment of responsibilities in the workload shall be executed with frankness and transparency. Assigned faculty workload in the areas of teaching, research, service, and administration shall have a logical and consistent relationship with the annual faculty merit evaluation process.

Teaching

Teaching assignments shall be appropriate to the rank, contract, and assigned duties of the individual faculty member. Courses shall be scheduled by the chair in consultation with the dean in order to best serve student needs and achieve the academic purposes of the programs, to include the possibility of early or late class times. Faculty preferences will be taken into consideration when planning course schedules. The standard calculation of workload of effort for one semester of credit in a term is 7.5% (thus, 2 credit hours is 15% effort/term and 3 hours is

22.5%). However, deans have the discretion to create and apply variations to the per credit hour percentage of workload to better account for very large enrollment courses, acknowledge unique course and/or program expectations, and for purposes of course buy-outs and other sponsored program or grant calculations. Such variations shall be applied in a consistent and equitable manner; the office of the Provost maintains ultimate oversight and audit of this and other aspects of faculty workload. Even with such possible minor variations to the calculation of effort for teaching, a faculty member is considered to be teaching at full load if they are assigned 12 credit hours of teaching in a regular term. Occasionally, for a variety of reasons and after the approval of the department chair and dean, a full-time, regular faculty member may assume a short-term teaching overload. The University assumes no obligation to provide summer employment unless stipulated in the faculty contract.

Research

Tenure-track and tenured faculty with a strong program of research/creative activity are ordinarily given a sustained teaching load reduction to be replaced by workload allocation in the area of research. Research and creative activity considered in the faculty workload shall be commensurate with faculty productivity at institutions with a high level of research activity and align with the expectations for research in the pre- and post-tenure guidelines established in the academic unit.

Service

Service shall be appropriate to the rank, contract, and assigned duties of the individual faculty member. Faculty are typically assigned 5-10% of their workload each term in the area of service, which may be internal or external to Baylor as outlined below. The Dean may establish college or school-wide guidelines for reasonable variations on the typical service assignment; for example, teaching faculty with very large enrollment courses may be assigned less service; and tenure-track faculty may have a reduced service load during the pre-tenure period;

Internal Faculty Service

Examples of assigned faculty service internal to the university include but are not limited to search committees, standing departmental committees, undergraduate and graduate recruitment, college or school task forces, supervision of undergraduate or graduate thesis projects or dissertations (unless accounted for in teaching hours), and advising of official student groups.

External Faculty Service

Examples of faculty service external to Baylor include but are not limited to leadership roles in organizations for the academic field, invited expert review of academic manuscripts or grant applications, and selection to perform program evaluations. For some clinical faculty, external service may include

time and effort in clinical environments related to the continuation of professional certification, licensure, and/or fellowships. In such cases, the activity must comply with the [Outside Activities and Interests Policy \(BU-PP 800\)](#). Personal community service elected by the faculty member is appreciated but is not tracked as external service in annual workload documentation.

Administration

Faculty workloads shall reflect effort assigned to administrative responsibilities for the department, division, college, or school such as Undergraduate Program Director, Chair, or Associate Dean.

Annual Faculty Merit Evaluations

Faculty merit evaluations will be conducted annually. This process is distinct from mandatory reviews associated with rank continuation, rank renewals, rank promotion, and the awarding of tenure. Each faculty member shall participate in a standardized annual merit evaluation process that includes written feedback and a face-to-face meeting (in person or virtually) with an appropriate academic leader. Assessment of success shall be informed by the designated distribution of effort reflected in the faculty workload assignment in all areas for the given year. To assist academic leaders in maintaining accountability and fairness, the process will include institutional information regarding individual teaching loads, and faculty-reported activity in all areas of assigned responsibility. At the time of the annual evaluation, academic leaders shall work with faculty to review the workload expectations for the next year as part of comprehensive planning for the future; such planning of workload shall be consistent with this policy and any guidelines established by the dean for the unit.

Miscellaneous

University policies and procedures are designed to comply with the University's obligations toward its employees under all applicable federal, state, and local laws and to be interpreted in a manner consistent with Baylor's religious liberties. The University retains discretion to modify any and all policies.

This Policy does not create a contractual obligation that does not otherwise exist in law on behalf of the University toward any individual or entity. In the event of any conflicts between this policy and any employment contract, the employment contract will control.