**Non-Tenure Line Faculty AA/PPS No. 04.02.03**

**Workload Release Program Issue No. 4**

**Effective Date: 03/29/2023   
Next Review Date: 05/01/2028 (E5Y)**

**Sr. Reviewer: Associate Provost**

**POLICY STATEMENT**

*Texas State University is committed to providing non-tenure line faculty with a funded opportunity to develop their teaching, scholarly, and academic expertise for continued professional growth and contributions.*

**01. PURPOSE**

01.01 In recognition of the essential role of non-tenure line faculty in delivering curriculum and contributing to the culture of scholarship at Texas State University, a non-tenure line faculty workload release program has been established to allow full-time, non-tenure-line faculty to receive up to a six workload credit reduction of their normal semester teaching load (at full pay and benefits) to pursue scholarly and creative projects, curriculum development, or projects focused on improving teaching and learning activities and outcomes.

**02. ELIGIBILITY**

02.01 Eligibility to apply and be considered is limited to faculty members with:

a. a non-tenure line faculty position title;

b. at least eight long semesters (fall, spring) of service at Texas State by the start of the leave with a 50 percent or more full time equivalent (FTE) teaching appointment; and

c. a 100 percent FTE teaching appointment at the time of application and during the semesters of the workload release project.

02.02 Additionally, for faculty who have received prior workload release:

a. at least eight long semesters of service at Texas State by the start of the leave with a 50 percent or more FTE teaching appointment since the last workload release; and

b. reports from previous workload release completed as required in Section 04.06 of this policy.

02.03 Emeriti, research, and visiting faculty are not eligible for workload release. Non-Tenure Line Faculty Committee members are not eligible for workload release during their tenure on the Non-Tenure Line Faculty Committee because this committee conducts the peer evaluation of proposals.

02.04 Applicants may request workload release to engage in scholarly and creative activity, curriculum development, or projects focused on improving teaching and learning activities and outcomes.

02.05 Workload release is not available to support completion of an advanced degree or to facilitate outside employment from any other person, institution, corporation, or government.

**03. APPLICATION AND SELECTION PROCEDURES**

03.01 The Faculty Senate will publish an annual request for proposals and notice of the cycle calendar. By September 15 of the year prior to the leave, the potential faculty applicant must meet with their chair or director to discuss proposed workload release period, project goals, and the benefits and impacts on the department or school, including coverage of the faculty member’s usual teaching and service workload assignment. The deadline for faculty to complete and submit the online application to the chair or director is generally October 10 of the year prior to the leave. The [Faculty Senate website](http://www.txstate.edu/facultysenate/resources/AFWR-program0.html) provides specific dates and process information.

03.02 The online application will be available via the [Faculty Requests](https://tim.txstate.edu/facultyrequests/Home.aspx) portal from September 1 to the submission deadline. The online application will include:

1. the requested application information;
2. a brief abstract indicating the specific goals of the workload release project;
3. a proposal narrative;
4. a current Texas State curriculum vitae; and
5. a copy of the written report submitted to the chair or director on the applicant’s most recent workload release project (if any) and an optional update addendum.

03.03 Once the chair or director has verified an applicant's eligibility and compliance with the September 15 meeting described in Section 03.01 and reviewed the application materials, they will electronically route the department or school applications for comments and signature to the college dean. The dean will then electronically route the applications to the Faculty Senate.

03.04 Requests for non-tenure line faculty workload release are reviewed by the Non-Tenure Line Faculty Committee, which submits its recommendations to the Faculty Senate.

03.05 Applicants who are not awarded release may revise and resubmit their application for reconsideration for any subsequent semesters in which they are eligible.

**04. CONDITIONS OF THE PROGRAM**

04.01 University-wide, a total of 108 workload credits of non-tenure line faculty workload release will be granted for each academic year (fall and spring semesters combined).

04.02 Workload release time may be requested for one semester, or alternatively, requests may extend over the fall and spring of an academic year, but shall not exceed a total of six workload credits over the two long semesters. Workload release will not be granted for summer sessions.

04.03 After a workload release has been granted, any change in the terms of the release requires prior written approval through appropriate channels, including the Faculty Senate.

04.04 A faculty member on workload release will retain the right to, and eligibility for, benefits to medical insurance, income protection, life insurance, and other such programs in force for full-time, non-tenure line faculty members, as well as all other rights of a full-time, non-tenure line faculty member.

04.05 [Sections 11 and 12 of Chapter III of the Texas State University System Rules and Regulations](https://www.tsus.edu/about-tsus/policies.html) explain the Texas State policy on copyrights and patents. Texas State retains the right to the ownership of intellectual property created on workload release similar to development of work products occurring during a regular academic appointment. It is the responsibility of the faculty member to comply with this policy.

04.06 Recipients of non-tenure line faculty workload release must submit a written report to the Faculty Senate, (copied to their chairs or directors) of their workload release activity by February 1 for a fall semester release and by July 1 for a spring semester release or two-semester release. Those on a two-semester release must submit a progress report to the Faculty Senate after the first semester. All written reports must include the abstract submitted as part of the online application.

04.07 The final report will state specifically whether any possible patentable or copyrightable intellectual property was created during the release and when such information will be submitted to the Intellectual Property Committee. This report should be routed to the Faculty Senate, with copies to the chair or director and the college dean. The final report will be submitted to the provost and executive vice president for Academic Affairs (provost) by the Faculty Senate, and if intellectual property creation occurred during the release time, with a copy to the Intellectual Property Committee.

04.08 The Non-Tenure Line Faculty Committee chair or Faculty Senate vice chair will send notification of awards to successful applicants, with copies to college deans and chairs or directors. A list of approved projects will be sent to the Office of the Provost.

**05. PROCEDURE FOR FINANCIAL SUPPORT**

05.01 In most cases, the department or school will assume the cost of replacing an individual granted a workload release. If a department or school is unable to absorb the load of a faculty member who is awarded workload release, the chair or director will consult with the dean to develop a funding plan. In exceptional circumstances, the dean may seek supplemental funding from the associate provost.

**06. PROGRAM ASSESSMENT PROCEDURES**

06.01 After each review cycle, the Non-Tenure Line Faculty Committee will submit any recommendations for improving the program to the Faculty Senate.

06.02 Periodically, the provost may appoint an *ad hoc* program review committee representing the Academic Affairs Council, the Council of Chairs and Directors, and the Faculty Senate to review the non-tenure line faculty workload release program. The committee will review this policy and the workload release applications and reports submitted by faculty who have completed workload release projects since the last program review. Based upon its review, the committee will submit a report to the provost evaluating the program and offering suggestions for improvement, including changes to this policy.

**07. REVIEWER OF THIS PPS**

**07.01 Reviewer of this PPS includes the following:**

**Position Date**

**Associate Provost May 1 E5Y**

**08. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Academic Affairs policy and procedure from the date of this document until superseded.

Associate Provost; senior reviewer of this PPS

Provost and Executive Vice President for Academic Affairs