

The overarching principle guiding the college process in the document, *Guidance for the revision of College Faculty Workload Guidelines and Departmental Annual Review Standards to comport with updated UTS and University Workload Policies* is to set forth to support the development of equitable and fair guidelines that permit each department chair, under the supervision of the dean and oversight of the Provost, to best deploy departmental faculty to foster student success and advance UTSA's academic mission and excellence, in compliance with Regents' Rule 31006. Under this revision to institutional policy and procedures, workload is expected to incorporate the full range of faculty activities aligned with the institution's mission and excellence and/or critical to student success, that is, to be differential to circumstances such as graduate instruction, research activities, effort supported by external grants or contracts, commercialization and/or innovation activities, administrative assignments, large class sizes, team-taught courses, experiential and/or engaged learning activities, significant advising responsibilities, or other activities. Workload is to take into account discipline-specific best practices that are equitable among all faculty of differing rank, disciplinary area, gender, race, etc., allow variance over the course of a faculty member's career, and be flexible to the extent possible with differential teaching loads allowing faculty members to pursue opportunities that enhance the excellence and reputation of the institution, add value to the department, and allow for professional growth and innovation in the areas of teaching, research, and service.

To advance these principles, this *Guidance* document provides an undergirding framework to inform and guide the Deans in their oversight and execution of the college-specific, shared governance process to establish the revised, connected and aligned College Workload Guidelines for setting of the annual workload for teaching, research, and service that comport with the revised institutional policies and procedures. This flexible framework is provided to facilitate the development of the College Guidelines through the college-specific shared governance committee process; and as such, adjustments, additions, deletions, adaptations, and other changes are expected in order to tailor the resulting College Guidelines to the unique operating environment specific to the college.

Related to the unique operating environment specific to the college, the "idealized" timeline provided in the *Guidance* document is flexible. For example, some colleges considered their workload guidelines a few years ago and may be able to leverage this work to work through the shared governance College Workload Guideline development process more quickly; while for other colleges that are coming together for the first time in a new configuration of disciplines/departments, the process may be more protracted. Through the College-specific shared governance process overseen and executed by the Dean, an on-going diligent effort that includes broad dialogue, dissemination, and vetting is expected; and in recognition of this variance in college circumstance, it is hoped that draft College Guidelines may be available for consideration and review by the end of the Spring 2020 Semester. Once the draft College Workload Guidelines are submitted, where warranted, Academic Affairs intends to utilize an interactive dialogue process with college, department and faculty leaders and participants to finalize the each of the College Workload Guidelines to ensure comportment with revised institutional workload policies and procedures.