



California State University, Stanislaus

FWP Faculty Workload Plan for _____ - _____ Academic Year

Check here if this is an amended plan:

Faculty Information

Name: _____

Rank: _____

Department: _____

Category I: Direct Instruction

Category I: Direct Instruction			
Fall Term			
Course ID	Title	Total	
		WTUs	Percent of annual total
Winter Term			
Course ID	Title	Total	
		WTUs	Percent of annual total
Spring Term			
Course ID	Title	Total	
		WTUs	Percent of annual total

Category II: Indirect Instruction			
Activity	Code*	WTUs	Percent of annual total
Academic advising, curriculum development, committees, etc.	—	6	20%
Other			

Category III: Research, Scholarship, & Creative Activity					
Goal/objective	Evaluation	Time to completion	Code*	WTUs	Percent of annual total
Activity #1					
Activity #2					

Category IV: Professional Activities					
Activity	Code*	Unfunded		Funded	
		WTUs	Percent of annual total	WTUs	Percent of annual total

Notes & Comments

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Summary: WTUs Next Academic Year

Category	WTUs	Percent of annual total
Category I: Direct Instruction		
Category II: Indirect instruction		
Category III: Research, Scholarship, & Creative Activity		
Category IV: Professional Activities		
<i>Total</i> (A full-time tenured or probationary appointment should not exceed 30 WTUs.)		100%

Signature: _____ Date: _____

Department Chair: _____ Date: _____

Dean: _____ Date: _____

The Faculty Workload Plan is part of each faculty member's personnel file.

Instructions:

* Code: for office use only

Category I: Direct Instruction

This is a faculty member's primary responsibility. It may include classroom, laboratory, field, activity classes, or studio instruction; direct supervision of theses, independent projects, interns, or field experiences; distance learning, sports, and directed study. **It is expected that sixty to eighty percent of the annual workload for an average faculty member will be in this category.**

Category II: Indirect instruction

This includes academic advising; curriculum development and revision; committee assignments and similar on-campus university service (e.g., serving as an advisor to a student co-curricular organization). **It is expected that twenty percent of the annual workload for an average faculty member will be in this category.**

Category III: Research, scholarship, and creative activity

These activities can take many forms, and should be identified and within Departmental Retention-Promotion-Tenure Elaborations. **It is expected that up to twenty percent of the annual workload for an average faculty member will be in this category.** Briefly state the goal/objective for each activity. Goals/objectives should be specific, measurable, achievable, realistic, and time bound. State how goals/objectives will be evaluated. Use specific events or quantitative measures and indicators. State the end date for concluding the activity. Activities may be multi-year but not continuous.

Category IV: Professional activities

These includes significant participation in professional organizations, active participation in the practice of one's discipline, pursuit of advanced degrees, formal training, licensure, or professional certification, instructionally-related services, accreditation or assessment activities, shared governance, etc. WTUs in this category may be unfunded, such as "release/assigned time" for serving as a program coordinator, or funded, in which the university is reimbursed on a pro rata basis for your activity. **It is expected that up to twenty percent of the annual workload for an average faculty member will be in this category.**