

FACULTY WORKLOAD REPORT

For Academic Term: _____

Faculty Name: _____ Rank: _____

FT PT Temp Tenured Probationary AY 12-Month (select all that apply)

Home Department: _____ College: _____

Secondary Department (if any): _____ Percentage: _____

I.A. DIRECT INSTRUCTION – Classroom/Laboratory/Studio

[If course is team-taught, please so indicate on a separate line, listing names of other team member(s) and workload percentage being assigned to this faculty member.]

CRN SUBJ CRSE SEC TITLE UNITS ENROLL. WTU

II. INDIRECT INSTRUCTION

[Office hours, advising, committee work, etc. plus AT Codes 15, 21, 31, and 33]

Description of Activity AT Code WTU

III. ASSIGNED TIME (RSCA-RELATED)

[AT Codes 22, 45, or 99]

Description of activity (indicate whether reimbursed or non-reimbursed) AT Code WTU

IV. ASSIGNED TIME (PROFESSIONAL ACTIVITIES)

[AT Codes 11, 12, 14, 16, 17, 18, 23, 32, 34, 35, 41, 42, 44, 46, or 99]

Description of Activity (indicate whether reimbursed or non-reimbursed) AT Code WTU

Total WTU for Term: _____
(I + II + III = IV)

Current AY Totals:

FALL _____ WTR _____ SPR _____ Total to Date: _____

I have reviewed the assignment above, and it is accurate.

Faculty Signature

Department Chair Signature

I have reviewed the assignment above, and it is an accurate summary of the workload (appointment) previously approved by me.

College Dean Signature

Faculty Workload Report – Instructions

- **Percentage:** Refers only to Lecturers with less than a full-time position. Percentage is calculated by dividing the assigned WTU by 30. (Example: Lecturer is assigned 15 WTU. Percentage is 15 divided by 30 = 50%.)
- **Direct Instruction, I.A:** These are regularly scheduled conventional classroom/lab/studio courses.
- **Direct Instruction, I.B:** These are usually units that appear in the Schedule as “TBD,” and are calculated based on specific enrollments (e.g., independent studies, thesis, field supervision, etc.).
- **Calculation of WTU:** WTU is determined by multiplying the actual course units by the K-Factor assigned to the course’s C-Classification. (Example 1: a 3-unit course in C-Classification C-1 has a K-Factor of 1.0, so the WTU for this course is calculated as: $3.0 \times 1.0 = 3.0$. Example 2: a 3-unit course in C-Classification C-7 has a K-Factor of 1.3, so the WTU for this course is calculated as: $3.0 \times 1.3 = 3.9$.)

Supervisory Courses (C-Classifications S1 – S5) do not use K-Factors. Instead, the WTU is calculated per enrolled student. (Example 1: A professor has 4 students enrolled in an S-1 course. He/she receives $1/3$ WTU per student, so his/her workload for this course is calculated $4 \times .33 = 1.33$ WTU. Example 2: A professor has 6 students enrolled in a course designated as a S-3. He/she receives $1/2$ WTU per student, so the workload here is calculated as $6 \times .5 = 3$ WTU.)

- **Assigned Time:** Report only assigned time that has been given prior approval, and can be clearly identified by an Assigned Time Code. Clearly indicate whether the assigned time is reimbursed or non-reimbursed. (Reimbursed assigned time: funding has been provided to the department to pay for the course or courses not being taught by the professor receiving this specific assigned time. Example: A professor receives a research grant from the National Science Foundation. He/she is being given 6 WTU of assigned time, reported as AT Code 99, and the department is receiving specific funds from NSF to pay for 6 WTU of substitute instruction.)
- **WTU Totals:** Make sure to total up all WTU for the four categories, and provide a “running total” for the current academic year.

If WTU exceeds any of the following limits, a Volunteer form must be filled out, signed, and accompany the Workload Report.

Full-Time Workload Limits:

- Fall Semester: 12.5 WTU
 - Winter Term: 5.0 WTU
 - Spring Semester: 12.5 WTU
 - Academic Year: 30 WTU
- **Signatures:** Only printed versions of the Workload Report containing original signatures of the faculty member, department chair, and dean should be forwarded to the Office of Faculty Affairs.