



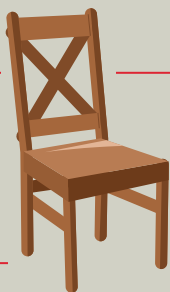
FACULTY WORKLOAD REFERENCE GUIDE



**AY
2024-
2025**



Before you begin



Teaching

If you have not yet talked with your chair about your teaching assignments for 2024-25 then you are not ready to complete the planning sheet.



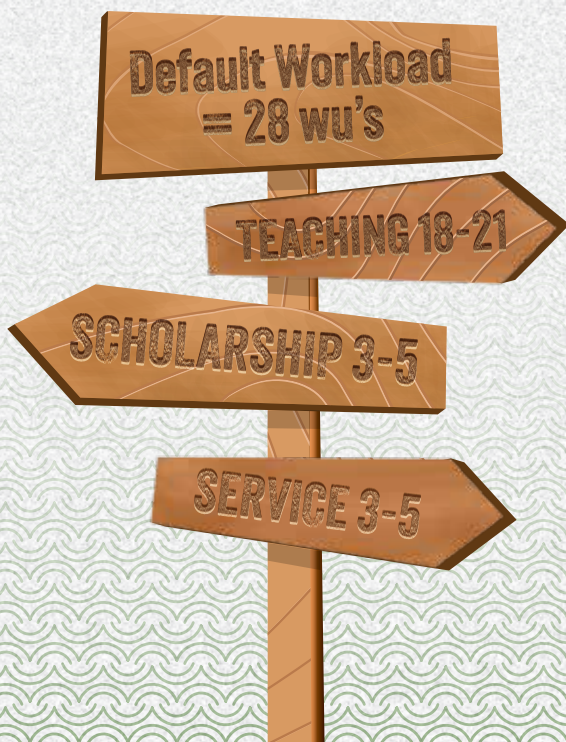
Scholarship

Make sure that you are clear about the scholarship you have planned and what you can achieve in the AY24-25. You will need this info for the planning sheet.



Service

Make sure that you are clear about the service work (elections, etc) you have accepted, and other forms of service you plan to do in the AY24-25. You will need this info for the planning sheet.

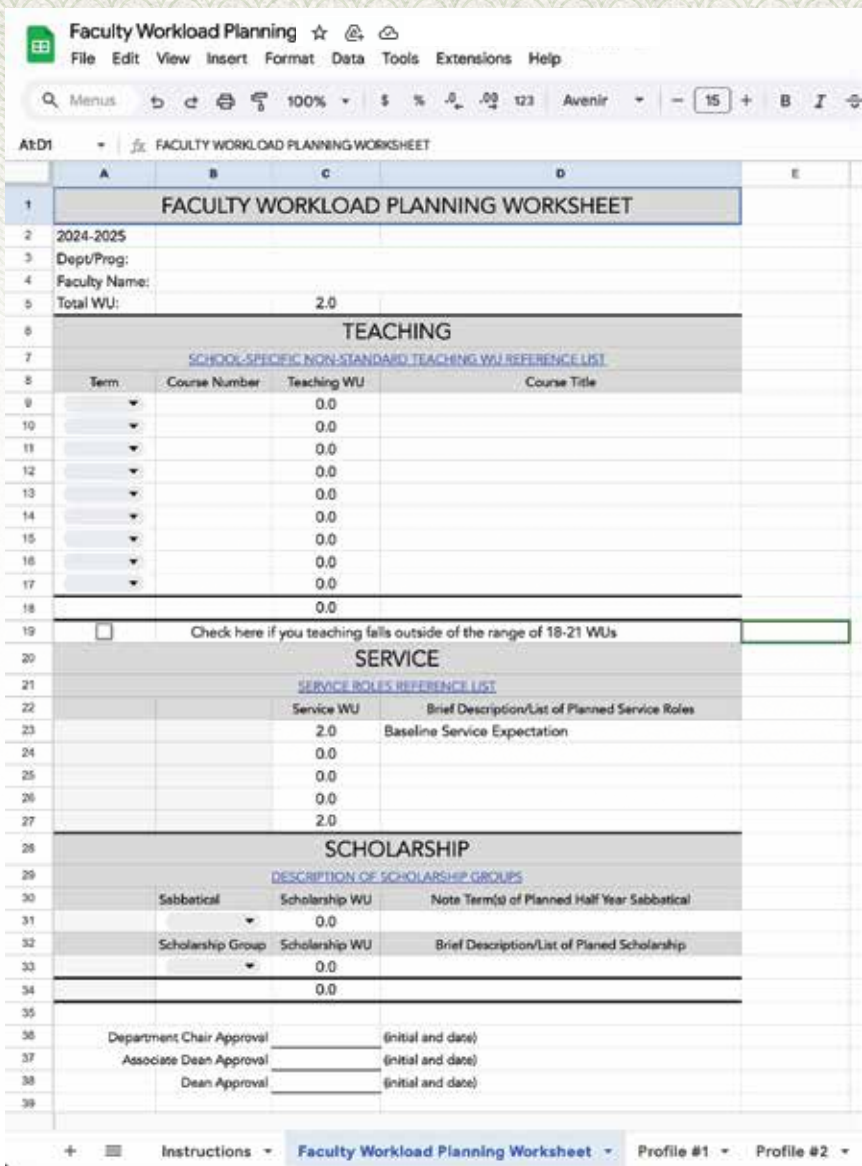


Overview

Starting in AY2023-24, faculty will use a planning sheet to track their workload. The information you have already collected is entered in this planning sheet. This guide will help you learn how to complete that planning sheet.



Access this planning sheet with this QR Code



The screenshot shows a Google Sheets spreadsheet titled "Faculty Workload Planning Worksheet". The spreadsheet is organized into sections for different workload categories:

- Header (Row 1):** "FACULTY WORKLOAD PLANNING WORKSHEET"
- Metadata (Rows 2-5):** Fields for "2024-2025", "Dept/Prog:", "Faculty Name:", and "Total WU: 2.0".
- TEACHING (Rows 6-18):** A section titled "SCHOOL-SPECIFIC NON-STANDARD TEACHING WU REFERENCE LIST". It includes a table with columns: "Term", "Course Number", "Teaching WU", and "Course Title". The "Teaching WU" column shows a total of 0.0 for the listed rows.
- SERVICE (Rows 19-27):** A section titled "SERVICE ROLES REFERENCE LIST". It includes a checkbox for "Check here if you teaching falls outside of the range of 18-21 WUs" and a table with columns: "Service WU" and "Brief Description/List of Planned Service Roles". The "Service WU" column shows a total of 2.0.
- SCHOLARSHIP (Rows 28-34):** A section titled "DESCRIPTION OF SCHOLARSHIP GROUPS". It includes a table with columns: "Sabbatical", "Scholarship WU", and "Note Term(s) of Planned Half Year Sabbatical". The "Scholarship WU" column shows a total of 0.0.
- Approvals (Rows 35-39):** Fields for "Department Chair Approval", "Associate Dean Approval", and "Dean Approval", each with a line for initials and a label "(initial and date)".

The Workload planning sheet has been designed to make the process as easy as possible. You don't need to go from one form to another - notice that this planning sheet includes a section for each Workload category: Teaching, Service and Scholarship. The next pages will walk you through the use of the sheet.

Teaching

Insert the term, course number, course workload units (WU) and the course title into the Teaching section of the faculty workload planning sheet. The Carnegie units (CU) for the course are equivalent to the workload unit (WU).

TEACHING			
SCHOOL-SPECIFIC NON-STANDARD TEACHING WU REFERENCE LIST			
Term	Course Number	Teaching WU	Course Title
▼		0.0	
▼		0.0	
▼		0.0	
▼		0.0	
▼		0.0	
▼		0.0	
▼		0.0	
▼		0.0	
▼		0.0	
▼		0.0	
▼		0.0	
▼		0.0	

The workload units will automatically calculate your total for you at the bottom of the section. For most faculty the total will fall within the 18-21 WU range.

Most faculty will have teaching workloads of 18-21 units. Faculty members who are planning for a year of significant service or scholarly activities will draw WUs from the teaching category.

There are some instances where the $CU \neq WU$.

If you have any courses where you believe the $CU \neq WU$ then click the link to the non-standard workload spreadsheet.

TEACHING			
SCHOOL-SPECIFIC NON-STANDARD TEACHING WU REFERENCE LIST			
Term	Course Number	Teaching WU	Course Title
▼		0.0	
▼		0.0	
▼		0.0	
▼		0.0	
▼		0.0	
▼		0.0	
▼		0.0	
▼		0.0	
▼		0.0	
▼		0.0	
▼		0.0	
▼		0.0	

The link takes you to this sheet →

Workload FAQ



You may add rows to any area of the spreadsheet if necessary by selecting "Insert" and then "row below" from the drop down menu found under the document title.

15	▼		0.0	
16	▼		0.0	
17	▼		0.0	
18			0.0	
19	<input type="checkbox"/>	Check here if you teaching falls outside of the range of 18-21 WUs		
20	SERVICE			
21	SERVICE ROLES REFERENCE LIST			
22		Service WU	Brief Description/List of Planned Service Roles	
23		2.0	Baseline Service Expectation	

If you plan to teach fewer than 18 or more than 21 units in 2024-25, check the box on line 19.

Service

Service to Teaching

In certain circumstances, full time faculty are granted additional WUs when their teaching work exceeds the Carnegie units for the course. *These WUs are considered to be service to teaching units and should be recorded in the Service section of the workload planning sheet.*

The full details of workload units for service are available on the Workload Implementation document



To identify the WUs for service, consult the Service Roles Reference List. SOLA service is on the SOLA tab, Senate committee work is listed on the Senate tab and core and advising service is on the *Additional Service* tab.

SERVICE	
SERVICE ROLES REFERENCE LIST	
Service WU	Brief Description/List of Planned Service Roles
2.0	Baseline Service Expectation
0.0	
0.0	
0.0	
2.0	

Scholarship

Consider your planned scholarly activity for 2024-2025 and declare yourself into a scholarship group A-F. Groups range from 'Staying Current (1wu) through to 'Exceptional Scholarship' (6wu)

Scholarship will typically fall in the range of 1-5 WUs.

SCHOLARSHIP		
DESCRIPTION OF SCHOLARSHIP GROUPS		
Sabbatical	Scholarship WU	Note Term(s) of Planned Half Year Sabbatical
▼	0.0	
Scholarship Group	Scholarship WU	Brief Description/List of Planned Scholarship
▼	0.0	
	0.0	

Faculty on the R&T consideration should be in Group C, D, E, or F in most years.

Do you have questions about how the following terms "scholarly production," "significant scholarly production," and "scholarly achievement" referenced in groups C, D and E, apply to your discipline?

They should be defined in your department's *scholarship framing statement* prepared for the Rank and Tenure Committee. *Ask your chair for a copy.*

SEBA faculty with "SA" designation per school criteria or who are working toward "SA" designation per school criteria should declare themselves to be in Group E.

Help and resources are available for you.

Details of workload units for service are available on the Workload Implementation document

[LINK HERE](#)



Workload FAQ

[LINK HERE](#)



Access the Workload planning sheet with this QR Code

This workload planning sheet includes sample faculty workloads.

You will find these in the tabs labelled 'Faculty profiles'

[LINK HERE](#)



Still have questions?
Consult your chair or
your Dean's office

